

# CPPS GLOSSARY

## Basic Position Information

### PCS 2

Allotted FTE  
Bargaining Unit  
Bona Fide Occupational Qualification  
Class Title  
Company  
Confidential Indicator  
Corporation  
Department  
Division  
Essential  
Evaluation Result  
Full/Part Time Indicator  
Funded  
Grade  
Group Indicator  
Hours per Week  
Job Class  
Last Evaluation Date  
Maximum Rate  
Minimum Rate  
New Position Number  
Pay Cycle  
Pay Step  
Permanent/Temporary Indicator  
Position End Date  
Position Number  
Position Start Date  
Position Status  
Position Status Date  
Position Type  
Position Working Title  
Premium Pay Indicator  
Previous Position Number  
Rate Type  
Reclassification Date  
Reports To Position  
Seasonal Indicator  
Shift Code  
Supervisory Indicator  
Term  
User Field 1  
Work Category  
Work Location  
Work Schedule

## **Position Skills Information**

### **PCS 3**

Education Level

License/Certificate 1 –2

Months of Experience

Position Description Lines 1A – 3B

Skill Type 1 - 10

## **Position Budget Information**

### **PCS 4**

Budget Approval Date

Budget Type

Current Beginning Budget

Current Budget Adjustment

Current Budget Adjustment Code

Current Budget Adjustment Reference

Current Budget FTE

Current Budget Year

Current Net Budget

Next Beginning Budget

Next Budget Adjustment

Next Budget Adjustment Code

Next Budget Adjustment Reference

Next Budget FTE

Next Budget Year

Next Net Budget

Prior Beginning Budget

Prior Budget Adjustment

Prior Budget Adjustment Code

Prior Budget Adjustment Reference

Prior Budget FTE

Prior Budget Year

Prior Net Budget

# **Personnel Action Data**

## **PER 3**

Adjusted Service Date  
Agency Date 1  
Agency Date 1  
Annual Salary  
Benefits Base Salary  
Cofrs Organization  
Company Id  
Corporation ID  
Department Number  
Division ID  
Employee Status  
Employee Type  
FLSA Status  
Full Part Time  
Leave of Absence Reason  
Leave of Absence Return Date  
Memo  
Pay Status  
Regular or Temporary  
Rehire Eligibility  
Separation Reason  
Service Start Date  
Special Status  
Status Date

## **Job Assignment**

### **PER 4**

Adjusted Seniority Date  
Begin Date  
Class Entry Date  
Compa-Ratio  
Cost Element  
Earnings Type  
End Date  
Grade  
Job Class  
Job Department  
Job Number  
Job Seniority Date  
Job Title  
Normal Full Time Hours  
Normal Hours Indicator  
Pay Cycle  
Pay Rate

Pay Rate Amount  
Percent  
Percentage of Full Time  
Position Number  
Rate Code  
Retroactive Effective Date  
Save Pay Date  
Seasonal Indicator  
Shift Indicator  
Start Date  
Stop Date  
Supervisor  
Term  
Time Report Code  
TK Group ID  
Total Jobs  
User  
User Field  
User Field Code

## **Personal Data**

### **PER 5**

1st FMLA Leave Date  
Actions  
Actual Marital Status  
Alien Registration Number  
Alternate Address Flag  
Alternate Phone  
Blood Type  
Citizenship/Visa  
Clock/Badge Identification  
Contact Phone  
Country  
Current Address - City  
Current Address - State  
Current Address - Street  
Current Address - Street 2  
Current Address - Zip Code  
Date of Birth  
Education Level  
Education Level Year  
Effective Date  
Emergency Contact  
Employee ID  
Employee Name  
Employee Name Suffix  
Ethnicity  
Extension

FMLA Entitlement  
Home Phone  
I-9 Expiration Date  
I-9 Status - Valid Codes  
Language Preference  
Mail Stop  
Military Discharge Dt  
Military Status  
Name Prefix  
Organization Name  
Reference Source  
Relationship  
Sex  
SSN/SIN  
Veteran Time  
Veteran Type  
Visa Exp Date  
Work Phone

## **Alternative Address**

### **PER 6**

Action Code  
City  
E Mail Address  
Effective Date  
Field/Date  
Field/Date  
Labor Level 2  
Labor Level 3  
Labor Level 4  
Labor Level 5  
Pay Rule  
State or Province  
Street  
ZIP/Postal Code

## **Tax Data**

### **PER 7**

DEDUCTION SCHEDULE  
EMP STATE MARITAL STATUS  
EMPLOYEE STATE ALLOWANCES  
FED ADDTL WTH AMT  
FED ALLOWANCES  
FED MRT STAT  
FICA ELIG  
LOCAL TAX ENTITY1

STATE EMPLOYMNT  
STATE RESIDENCE  
WORKSITE

## **Job Performance**

### **PER 8**

Next Review Date  
Non-monetary Award Flag  
Position Number  
Probation/Employee Status  
Probation/Employee Status Begin Date  
Probation/Employee Status Comment  
Probation/Employee Status End Date  
Probation/Employee Status Job Class  
Rating  
Rating Date  
Rating Supervisor  
Rating Type  
Reviewer

## **Educational Background**

### **PER 11**

Credits Earned/Required  
Degree  
Institution  
Institution Code  
Last Biographic Update  
Major  
Minor  
Type  
Year

## **Work Experience**

### **PER 12**

Date Prior Employment Began  
Date Prior Employment Ended  
Employer  
Ending Salary  
High Office  
Highest Position  
Job Class  
Last Biographic Update  
Last Biographic Update Date  
Location  
Organization/Society Name

Prior Company/Profession Code  
Promotability Rating  
Title/Function  
Type  
Year Entered Highest Office  
Year Left Highest Office

## **Licenses and Honors**

### **PER 14**

Honor/Award  
Honor/Award Year  
Last Biographic Update Date  
License/Cert Expires  
License/Cert Year  
License/Certificate  
Licenses and Honors Comments

## **Health and Safety Data**

### **PER 15**

Absence Cost  
Days Activity Restricted  
Days Away From Work  
Health and Safety Department  
Health and Safety Term/Transfer Code  
Healthy and Safety Supervisor  
Injury/Illness Code  
Injury/Illness Date  
Injury/Illness Description  
OSHA Case Number  
OSHA Job Class  
OSHA Penalty  
OSHA Union ID  
Repair Cost  
Worker's Claim Cost  
Worker's Comp Claim Number

## **Grievances**

### **PER 17**

Contract Article  
Contract Paragraph  
Contract Section  
Grievance Comment  
Grievance Date  
Grievance Number  
Grievance Reason  
Grievance Status  
Grievance Status Date  
Grievance Supervisor  
Settlement Amount

## **Disciplinary Actions**

### **PER 18**

Disciplinary Action Code  
Disciplinary Action Comment  
Disciplinary Action Date  
Disciplinary Action Reason  
Disciplinary Action Status  
Disciplinary Action Status Date  
Disciplinary Action Supervisor

## **Wage Attachments**

### **PER 22**

2nd Family  
Alternate Fee  
Amount to Take  
Arrearage  
Case/Docket  
Current Balance  
Dependents  
Excess  
Frequency/Percent  
Gross-to-Net Number  
Original Amount  
Originating Entity  
Priority  
Start Date  
Stop Date  
Type  
Vendor



## **Payment Disposition Data**

### **PER 23**

Account number  
Account Type  
Action Code  
Bank Transit Number  
Check/Advice Distribution  
Description Code  
Effective Date  
Gross to Net Element  
Net Pay Disbursement  
Start Date

## **Name Search**

### **PER 30**

Department  
Department Name  
Employee ID  
Employee Name  
Org ID

## **Employee ID Search**

### **PER 31**

Department  
Employee ID  
Employee Name  
Employee SSN  
Employee Status  
Org ID  
Separation Reason

## **Employee Transfer and ID Change**

### **PER 10**

New ID Number  
New Organization  
Separation Reason  
Type of Change

# CPPS GLOSSARY

## Allotted FTE

**FIELD LABEL:** Allotted FTE %

**HRDW REFERENCE:**

**DEFINITION:** Indicates the full time equivalent, expressed as a percentage, allotted to this position in the budget. An entry of 100 (%) is the equivalent of 1 FTE.  
If the position is a grouped position (see Group Indicator), then the figure should represent the average percent of full-time work performed by each incumbent of the position

**EXAMPLE (optional):**

**SCREEN:** **PCS Basic Position Information**  
PCS 2

**REQUIRED Field (Y/N):** Y

**FIELD TYPE & LENGTH:** Numeric 5 digits plus 2 decimal places

**Format:**

**SPECIAL NOTES:**

# CPPS GLOSSARY

## **Bargaining Unit**

<b>FIELD LABEL:</b>	Bargaining Unit or Bargain Unit
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Indicates the primary bargaining unit that represents incumbents of the position.
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>PCS Basic Position Information</b> PCS 2
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	Alphanumeric 2 characters
<b>Format:</b>	
<b>SPECIAL NOTES:</b>	

# CPPS GLOSSARY

## **Bona Fide Occupational Qualification**

<b>FIELD LABEL:</b>	Bona Fide Occupational Qualification Code or BFOQ
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Indicates a deliberate employment discrimination requirement related to ethnicity, sex, age, religion, or disabled status.
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>PCS Basic Position Information</b> PCS 2
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	Alphanumeric 30 characters
<b>Format:</b>	
<b>SPECIAL NOTES:</b>	

# CPPS GLOSSARY

## Class Title

<b>FIELD LABEL:</b>	Class Title
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Displays the class title from the job class table for the job class code.
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>PCS Basic Position Information</b> PCS 2
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	Alphanumeric 30 characters
<b>Format:</b>	
<b>SPECIAL NOTES:</b>	From the Class table for the Job Class entry.

# CPPS GLOSSARY

## Company

**FIELD LABEL:** Company

**HRDW REFERENCE:**

**DEFINITION:** Optional organizational identifying field.

**EXAMPLE (optional):**

**SCREEN:** PCS Basic Position Information  
PCS 2

**REQUIRED Field (Y/N):** N

**FIELD TYPE &  
LENGTH:** Alphanumeric 3 characters

**Format:**

**SPECIAL NOTES:**

# CPPS GLOSSARY

## **Confidential Indicator**

<b>FIELD LABEL:</b>	Confidential Indicator or Confident Cd
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Indicates if position is a Judicial 'Confidential' position.
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>PCS Basic Position Information</b> PCS 2
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	Alphanumeric 1 character
<b>Format:</b>	Blank or C for Confidential
<b>SPECIAL NOTES:</b>	Judicial use only

# CPPS GLOSSARY

## **Corporation**

<b>FIELD LABEL:</b>	Corporation
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Optional organizational identifying field.
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>PCS Basic Position Information</b> PCS 2
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	Alphanumeric 2 characters
<b>Format:</b>	
<b>SPECIAL NOTES:</b>	



# CPPS GLOSSARY

## **Department**

**FIELD LABEL:** Department Number or Department

**HRDW REFERENCE:**

**DEFINITION:** Identifies the Department to which this position is assigned. Use the full Department Locator value for the correct address for the position. The Department Number is required when adding A new position and must exist in the Department Table on the Control File.

**EXAMPLE (optional):**

**SCREEN:** **PCS Basic Position Information**  
PCS 2

**REQUIRED Field (Y/N):** Y

**FIELD TYPE & LENGTH:** Alphanumeric 8 characters

**Format:**

**SPECIAL NOTES:**

# CPPS GLOSSARY

## Division

**FIELD LABEL:** Division

**HRDW REFERENCE:**

**DEFINITION:** Optional organizational identifying field.

**EXAMPLE (optional):**

**SCREEN:** PCS Basic Position Information  
PCS 2

**REQUIRED Field (Y/N):** N

**FIELD TYPE &  
LENGTH:** Alphanumeric 4 characters

**Format:**

**SPECIAL NOTES:**

# CPPS GLOSSARY

## Essential

**FIELD LABEL:** Essential

**HRDW REFERENCE:**

**DEFINITION:** Indicates whether the position has be designated as Essential or not.

**EXAMPLE (optional):**

**SCREEN:** PCS Basic Position Information  
PCS 2

**REQUIRED Field (Y/N):** N

**FIELD TYPE &  
LENGTH:** Alphanumeric 1 characters

**Format:** Y or N

**SPECIAL NOTES:**

# CPPS GLOSSARY

## Evaluation Result

<b>FIELD LABEL:</b>	Evaluation Result or Eval Result
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Indicates the result of the most recent position evaluation.
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>PCS Basic Position Information</b> PCS 2
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	Alphanumeric 2 characters
<b>Format:</b>	
<b>SPECIAL NOTES:</b>	

# CPPS GLOSSARY

## **Full/Part Time Indicator**

<b>FIELD LABEL:</b>	Part/Full Time Indicator or F/P Time
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Indicates if the position is full-time or part-time.
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>PCS Basic Position Information</b> PCS 2
<b>REQUIRED Field (Y/N):</b>	Y
<b>FIELD TYPE &amp; LENGTH:</b>	Alphanumeric 1 character
<b>Format:</b>	F or P
<b>SPECIAL NOTES:</b>	

# CPPS GLOSSARY

## **Funded**

**FIELD LABEL:** Funded

**HRDW REFERENCE:**

**DEFINITION:** Indicates whether the position is Funded.

**EXAMPLE (optional):**

**SCREEN:** PCS Basic Position Information  
PCS 2

**REQUIRED Field (Y/N):** Y

**FIELD TYPE &  
LENGTH:** Alphanumeric 1 character

**Format:** Y or N

**SPECIAL NOTES:**

# CPPS GLOSSARY

## Grade

**FIELD LABEL:** Grade

**HRDW REFERENCE:**

**DEFINITION:** Indicates the grade for the position based on the Job Class.

**EXAMPLE (optional):**

**SCREEN:** PCS Basic Position Information  
PCS 2

**REQUIRED Field (Y/N):** Y

**FIELD TYPE & LENGTH:** Alphanumeric 3 characters

**Format:**

**SPECIAL NOTES:**

# CPPS GLOSSARY

## **Group Indicator**

**FIELD LABEL:** Group Indicator or Posn Group ID

**HRDW REFERENCE:**

**DEFINITION:** Indicates if this is a grouped position. A grouped position is a single position filled by multiple incumbents such as several part-time employees.

**EXAMPLE (optional):**

**SCREEN:** PCS Basic Position Information  
PCS 2

**REQUIRED Field (Y/N):** N

**FIELD TYPE & LENGTH:** Alphanumeric 1 character

**Format:** Blank = not grouped  
G = Grouped

**SPECIAL NOTES:**



# CPPS GLOSSARY

## **Hours per Week**

<b>FIELD LABEL:</b>	Hours per Week or Hrs per Wk
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Indicates the number of hours per week normally scheduled for the position.
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>PCS Basic Position Information</b> PCS 2
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	Numeric 3 digits plus 1 decimal place
<b>Format:</b>	
<b>SPECIAL NOTES:</b>	In the case of a grouped position, the figure represents the average number of hours per week per incumbent. The maximum value is 80.0.

# CPPS GLOSSARY

## **Job Class**

**FIELD LABEL:** Job Class

**HRDW REFERENCE:**

**DEFINITION:** Identifies the Job Classification assigned to this position.

**EXAMPLE (optional):**

**SCREEN:** **PCS Basic Position Information**  
PCS 2

**REQUIRED Field (Y/N):** Y

**FIELD TYPE & LENGTH:** Alphanumeric 6 characters

**Format:** The code must be a valid Job Classification in the Job Classification Table

**SPECIAL NOTES:**

# CPPS GLOSSARY

## Last Evaluation Date

**FIELD LABEL:** Last Evaluation Date or Eval Date

**HRDW REFERENCE:**

**DEFINITION:** Indicates the date the position was last evaluated. This date is required if Evaluation Result has been updated, or if Action Code Position Evaluation is used.

**EXAMPLE (optional):**

**SCREEN:** PCS Basic Position Information  
PCS 2

**REQUIRED Field (Y/N):** N

**FIELD TYPE & LENGTH:** Numeric 8 digits

**Format:** MM/DD/YYYY

**SPECIAL NOTES:**

# CPPS GLOSSARY

## **Maximum Rate**

**FIELD LABEL:** Maximum Rate

**HRDW REFERENCE:**

**DEFINITION:** Indicates the maximum rate of compensation for the position. The figure entered must be based on the Rate Type (monthly) and 100% full-time employment. From the value on the Job Class Table.

**EXAMPLE (optional):**

**SCREEN:** PCS Basic Position Information  
PCS 2

**REQUIRED Field (Y/N):** N

**FIELD TYPE & LENGTH:** Numeric 9 digits plus 3 decimal places

**Format:**

**SPECIAL NOTES:**

# CPPS GLOSSARY

## Minimum Rate

**FIELD LABEL:** Minimum Rate

**HRDW REFERENCE:**

**DEFINITION:** Indicates the minimum compensation rate for the position. The figure entered must be based on the Rate Type (monthly) and 100% full-time employment. From the Job Class Table.

**EXAMPLE (optional):**

**SCREEN:** PCS Basic Position Information  
PCS 2

**REQUIRED Field (Y/N):** N

**FIELD TYPE & LENGTH:** Numeric 9 digits plus 3 decimal places

**Format:**

**SPECIAL NOTES:**

# CPPS GLOSSARY

## **New Position Number**

**FIELD LABEL:** New Position Number or New Posn No

**HRDW REFERENCE:**

**DEFINITION:** Indicates the new position number if the current position has evolved from another position due to changes in position responsibilities or characteristics. New Position Number provides a historical reference to the other position.

**EXAMPLE (optional):**

**SCREEN:** **PCS Basic Position Information**  
PCS 2

**REQUIRED Field (Y/N):** N

**FIELD TYPE & LENGTH:** Alphanumeric 8 characters

**Format:**

**SPECIAL NOTES:**

# CPPS GLOSSARY

## Pay Cycle

<b>FIELD LABEL:</b>	Pay Cycle
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Indicates the normal Payroll Cycle in which the position is included.
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>PCS Basic Position Information</b> PCS 2
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	Alphanumeric 2 characters
<b>Format:</b>	
<b>SPECIAL NOTES:</b>	

# CPPS GLOSSARY

## Pay Step

**FIELD LABEL:** Step or Pay Step

**HRDW REFERENCE:**

**DEFINITION:** Not used.

**EXAMPLE (optional):**

**SCREEN:** PCS Basic Position Information  
PCS 2

**REQUIRED Field (Y/N):** N

**FIELD TYPE & LENGTH:** Alphanumeric 2 characters

**Format:**

**SPECIAL NOTES:**



# CPPS GLOSSARY

## Permanent/Temporary Indicator

<b>FIELD LABEL:</b>	Perm/Temp Indicator or Perm/Temp
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Indicates if the position is permanent, temporary, substitute, or emergency.
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>PCS Basic Position Information</b> PCS 2
<b>REQUIRED Field (Y/N):</b>	Y
<b>FIELD TYPE &amp; LENGTH:</b>	Alphanumeric 1 character
<b>Format:</b>	P = Permanent (Regular) T = Temporary S = Substitute E = Emergency
<b>SPECIAL NOTES:</b>	

# CPPS GLOSSARY

## **Position End Date**

**FIELD LABEL:** End Date

**HRDW REFERENCE:**

**DEFINITION:** Indicates the date a the position ends or expires. If the position is open-ended, the date should be 99/99/9999. Together with the Position Start Date, these two data elements define the time frame for the position. End Date must follow Begin Date.

**EXAMPLE (optional):**

**SCREEN:** **PCS Basic Position Information**  
PCS 2

**REQUIRED Field (Y/N):** Y

**FIELD TYPE & LENGTH:** Numeric 8 digits

**Format:** MM/DD/YYYY

**SPECIAL NOTES:**

# CPPS GLOSSARY

## **Position Number**

**FIELD LABEL:** Position Number

**HRDW REFERENCE:**

**DEFINITION:** A unique identifier for each individual position within a payroll organization.

**EXAMPLE (optional):**

**SCREEN:** **PCS Basic Position Information**  
PCS 2

**REQUIRED Field (Y/N):** Y

**FIELD TYPE & LENGTH:** Alphanumeric 8 characters

**Format:**

**SPECIAL NOTES:** Initially formatted as the 3 character agency code and 5 digit position number.

# CPPS GLOSSARY

## **Position Start Date**

<b>FIELD LABEL:</b>	Begin Date or Start Date
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Indicates the begin date for the position. Must precede End Date.
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>PCS Basic Position Information</b> PCS 2
<b>REQUIRED Field (Y/N):</b>	Y
<b>FIELD TYPE &amp; LENGTH:</b>	Numeric 8 digits
<b>Format:</b>	MM/DD/YYYY
<b>SPECIAL NOTES:</b>	

# CPPS GLOSSARY

## Position Status

<b>FIELD LABEL:</b>	Position Status or Pos Status
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Indicates the current status or usability of the position.
<b>EXAMPLE (optional):</b>	Abolished, Active Vacant, Active Filled
<b>SCREEN:</b>	<b>PCS Basic Position Information</b> PCS 2
<b>REQUIRED Field (Y/N):</b>	Y
<b>FIELD TYPE &amp; LENGTH:</b>	Alphanumeric 1 character
<b>Format:</b>	F = Filled Active V = Vacant Active T = Abolished
<b>SPECIAL NOTES:</b>	

# CPPS GLOSSARY

## **Position Status Date**

<b>FIELD LABEL:</b>	Status Date or Pos Stat Date
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Indicates the effective date of the current Position Status described above.
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>PCS Basic Position Information</b> PCS 2
<b>REQUIRED Field (Y/N):</b>	Y
<b>FIELD TYPE &amp; LENGTH:</b>	Numeric 8 digits
<b>Format:</b>	MM/DD/YYYY
<b>SPECIAL NOTES:</b>	

# CPPS GLOSSARY

## Position Type

<b>FIELD LABEL:</b>	Position Type or Posn Type
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Indicates the position's overtime eligibility as Exempt or Non-exempt.
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>PCS Basic Position Information</b> PCS 2
<b>REQUIRED Field (Y/N):</b>	Y
<b>FIELD TYPE &amp; LENGTH:</b>	Alphanumeric 1 character
<b>Format:</b>	E = Exempt N = Nonexempt
<b>SPECIAL NOTES:</b>	

# CPPS GLOSSARY

## Position Working Title

**FIELD LABEL:** Work Title or Position Working Title

**HRDW REFERENCE:**

**DEFINITION:** Indicates the position's working title.

**EXAMPLE (optional):** HR Director

**SCREEN:** **PCS Basic Position Information**  
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**REQUIRED Field (Y/N):** N

**FIELD TYPE & LENGTH:** Alphanumeric 30 characters

**Format:**

**SPECIAL NOTES:**



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## **Premium Pay Indicator**

**FIELD LABEL:** Premium Pay

**HRDW REFERENCE:**

**DEFINITION:** Indicates position eligibility for certain types of premium pay.

**EXAMPLE (optional):**

**SCREEN:** **PCS Basic Position Information**  
PCS 2

**REQUIRED Field (Y/N):** N

**FIELD TYPE & LENGTH:** Alphanumeric 1 character

**Format:** 0 = no premium pay eligibility  
1 = shift  
2 = On call  
3 = shift and on-call  
9 = SES

**SPECIAL NOTES:**

# CPPS GLOSSARY

## **Previous Position Number**

**FIELD LABEL:** Previous Position Number or Prev Posn

**HRDW REFERENCE:**

**DEFINITION:** Indicates the previous position number if the current position has evolved from another position due to changes in position responsibilities or other characteristics. Previous Position Number provides a historical reference to the other position.

**EXAMPLE (optional):**

**SCREEN:** **PCS Basic Position Information**  
PCS 2

**REQUIRED Field (Y/N):** N

**FIELD TYPE & LENGTH:** Alphanumeric 8 characters

**Format:**

**SPECIAL NOTES:**

# CPPS GLOSSARY

## **Rate Type**

<b>FIELD LABEL:</b>	Rate Code or Rate Type
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	On positions this indicates the unit for the minimum and maximum rates. The standard is monthly.
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>PCS Basic Position Information</b> PCS 2
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	Alphanumeric 1 character
<b>Format:</b>	
<b>SPECIAL NOTES:</b>	

# CPPS GLOSSARY

## **Reclassification Date**

<b>FIELD LABEL:</b>	Date Last Reclassified or Reclass Date
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Indicates the date the position was last reclassified. This date is required if Action Code Reclassify is used.
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>PCS Basic Position Information</b> PCS 2
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	Numeric 8 digits
<b>Format:</b>	MM/DD/YYYY
<b>SPECIAL NOTES:</b>	

# CPPS GLOSSARY

## **Reports To Position**

<b>FIELD LABEL:</b>	Reports To
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Identifies the Position Number of the supervisory position to which this position reports. The number must be a valid value on the Position Data Base.
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>PCS Basic Position Information</b> PCS 2
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	Alphanumeric 8 characters
<b>Format:</b>	
<b>SPECIAL NOTES:</b>	

# CPPS GLOSSARY

## **Seasonal Indicator**

<b>FIELD LABEL:</b>	Seasonal
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Indicates if the position is seasonal.
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>PCS Basic Position Information</b> PCS 2
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	Alphanumeric 1 character
<b>Format:</b>	Y = Seasonal, UI potential S = Seasonal, No UI N = Not Seasonal
<b>SPECIAL NOTES:</b>	

# CPPS GLOSSARY

## Shift Code

**FIELD LABEL:** Shift Indicator or Shift

**HRDW REFERENCE:**

**DEFINITION:** Indicates the scheduled work shift for the position.

**EXAMPLE (optional):**

**SCREEN:** PCS Basic Position Information  
PCS 2

**REQUIRED Field (Y/N):** N

**FIELD TYPE & LENGTH:** Alphanumeric 1 character

**Format:**  
1 = First Shift  
2 = Second Shift  
3 = Third Shift  
4 = Other

**SPECIAL NOTES:**

# CPPS GLOSSARY

## **Supervisory Indicator**

<b>FIELD LABEL:</b>	Supervisory Indicator or Supervise Cd
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Indicates if the position is a supervisory position.
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>PCS Basic Position Information</b> PCS 2
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	Alphanumeric 1 character
<b>Format:</b>	Blank or S for Supervisory
<b>SPECIAL NOTES:</b>	



# CPPS GLOSSARY

## Term

**FIELD LABEL:** Term

**HRDW REFERENCE:**

**DEFINITION:** For positions this currently is used to further describe the position based on the EMPL Position Status values. The primary purpose is to report to PERA on the job assignments of academic year employees who get paid 8 to 11 months during the year that should get 12 months service credit.

**EXAMPLE (optional):**

**SCREEN:** PCS Basic Position Information  
PCS 2

**REQUIRED Field (Y/N):** N

**FIELD TYPE & LENGTH:** Alphanumeric 2 characters

**Format:**

**SPECIAL NOTES:**

# CPPS GLOSSARY

## User Field 1

<b>FIELD LABEL:</b>	User Field 1
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Optional use to be defined per agency.
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>PCS Basic Position Information</b> PCS 2
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	Alphanumeric 12 characters
<b>Format:</b>	
<b>SPECIAL NOTES:</b>	Originally populated with Organizational Unit from EMPL.

# CPPS GLOSSARY

## Work Category

<b>FIELD LABEL:</b>	Work Category
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Indicates the work category.
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>PCS Basic Position Information</b> PCS 2
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	Alphanumeric 1 character
<b>Format:</b>	
<b>SPECIAL NOTES:</b>	

# CPPS GLOSSARY

## Work Location

<b>FIELD LABEL:</b>	Work Location or Work Locn
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Identifies the geographical location of work for the position.
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>PCS Basic Position Information</b> PCS 2
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	Alphanumeric 5 characters
<b>Format:</b>	
<b>SPECIAL NOTES:</b>	

# CPPS GLOSSARY

## Work Schedule

**FIELD LABEL:** Work Schedule

**HRDW REFERENCE:**

**DEFINITION:** Indicates the scheduled workdays of the week

**EXAMPLE (optional):**

**SCREEN:** PCS Basic Position Information  
PCS 2

**REQUIRED Field (Y/N):** N

**FIELD TYPE & LENGTH:** Alphanumeric 7 characters

**Format:** Positions 1 through 7 correspond to Monday through Sunday. A letter .X. entered in any of these positions indicates a day off. For example, the code 0XXXXX0 indicates a Tuesday through Saturday workweek.

**SPECIAL NOTES:**

# CPPS GLOSSARY

## Education Level

**FIELD LABEL:** Education Level

**HRDW REFERENCE:**

**DEFINITION:** The level of formal education required or desired of a candidate for the position.

**EXAMPLE (optional):**

**SCREEN:** PCS Skills Information  
PCS 3

**REQUIRED Field (Y/N):** N

**FIELD TYPE & LENGTH:** Alphanumeric 2 characters

**Format:** blank=Not Indicated  
0=Less than high school  
1=High school diploma or equivalent  
2=Vocational or Trade school  
3=Associate degree  
4=Bachelor's degree  
5=Master's degree  
6=Advanced Certification, special degree  
7=Professional degree  
8=Doctorate

**SPECIAL NOTES:**

# CPPS GLOSSARY

## License/Certificate 1 –2

<b>FIELD LABEL:</b>	License/Certificate
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Text abbreviation describing a license or certificate required of a candidate for the position.
<b>EXAMPLE (optional):</b>	RN or CPA
<b>SCREEN:</b>	<b>PCS Skills Information</b> PCS 3
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	Alphanumeric 14 characters
<b>Format:</b>	Occurs 2 times
<b>SPECIAL NOTES:</b>	

# CPPS GLOSSARY

## Months of Experience

**FIELD LABEL:** Months of Experience

**HRDW REFERENCE:**

**DEFINITION:** The number of months of applicable experience required of a candidate for the position.

**EXAMPLE (optional):**

**SCREEN:** PCS Skills Information  
PCS 3

**REQUIRED Field (Y/N):** N

**FIELD TYPE &  
LENGTH:** Numeric 3 digits

**Format:**

**SPECIAL NOTES:**



# CPPS GLOSSARY

## Position Description Lines 1A – 3B

**FIELD LABEL:** Position Description

**HRDW REFERENCE:**

**DEFINITION:** A 30-character line of text which, together with the next five lines, may be used to describe position characteristics not implied by the Position Working Title or the Job Class Title.

**EXAMPLE (optional):**

**SCREEN:** PCS Skills Information  
PCS 3

**REQUIRED Field (Y/N):** N

**FIELD TYPE &  
LENGTH:** Alphanumeric 30 characters

**Format:** Occurs 6 times to allow up to 180 characters

**SPECIAL NOTES:**

# CPPS GLOSSARY

## **Skill Type 1 - 10**

<b>FIELD LABEL:</b>	Skill Types
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	A code identifying a skill that is required or desired of a candidate for the position. Up to ten skill types may be entered.
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>PCS Skills Information</b> PCS 3
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	Alphanumeric 7 characters
<b>Format:</b>	Occurs 10 times
<b>SPECIAL NOTES:</b>	

# CPPS GLOSSARY

## **Budget Approval Date**

**FIELD LABEL:** Approval Date

**HRDW REFERENCE:**

**DEFINITION:** The date on which the budget for this position was approved. Effectively, this date becomes a historical date once the position has been established over a period of years.

**EXAMPLE (optional):**

**SCREEN:** PCS Budget Information  
PCS 4

**REQUIRED Field (Y/N):** N

**FIELD TYPE & LENGTH:** Numeric 8 digits

**Format:** MM/DD/YYYY

**SPECIAL NOTES:**

# CPPS GLOSSARY

## **Budget Type**

<b>FIELD LABEL:</b>	Budget Type
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	A 1-character code indicating whether funding for the position is “permanent” or “temporary”.
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>PCS Budget Information</b> PCS 4
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	Alphanumeric 1 character
<b>Format:</b>	P = Permanent T = Temporary
<b>SPECIAL NOTES:</b>	Temporary budgets would not normally be projected into future fiscal periods.

# CPPS GLOSSARY

## **Current Beginning Budget**

<b>FIELD LABEL:</b>	(Current Year)Budget
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	The beginning budget dollars for the current budget period concerning this position.
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>PCS Budget Information</b> PCS 4
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	Numeric 11 digits
<b>Format:</b>	9 digits left of the decimal point and 2 digits right of decimal point
<b>SPECIAL NOTES:</b>	Establishment of the beginning budget, as well as changes (adjustments) to the budget, are not permitted directly, but are instead accomplished by using the Current Year Budget Adjustment field (data element number 9022). The arithmetic sum of the beginning budget and the total budget adjustment yields the “Net Budget” for the period.

# CPPS GLOSSARY

## **Current Budget Adjustment**

<b>FIELD LABEL:</b>	(Current Year) Budget Adjustment
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	The total budget adjustment to the beginning budget for current budget period concerning this position.
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>PCS Budget Information</b> PCS 4
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	Numeric 11 digits
<b>Format:</b>	9 digits left of the decimal point and 2 digits right of decimal point
<b>SPECIAL NOTES:</b>	

# CPPS GLOSSARY

## Current Budget Adjustment Code

<b>FIELD LABEL:</b>	(Current Year) Adjustment Code
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	A code for indicating the reason for the budget adjustment.
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>PCS Budget Information</b> PCS 4
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	Alphanumeric 3 characters.
<b>Format:</b>	TBD
<b>SPECIAL NOTES:</b>	

# CPPS GLOSSARY

## Current Budget Adjustment Reference

<b>FIELD LABEL:</b>	(Current Year) Adjustment Reference
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	A reference identification for the last current budget period budget adjustment transaction.
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>PCS Budget Information</b> PCS 4
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	Alphanumeric 8 characters.
<b>Format:</b>	
<b>SPECIAL NOTES:</b>	Agency determined reference or tracking ID.



# CPPS GLOSSARY

## **Current Budget FTE**

<b>FIELD LABEL:</b>	(Current Year) Full Time Equivalent
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	A second or alternate budgetary control when the position is a “grouped” position (see Position Group Indicator, data element number 0133). In this case, this element is defined to be a Full-Time Equivalent (FTE) number of incumbents for the position.
<b>EXAMPLE (optional):</b>	For example, five half-time employees are equivalent to two and one-half full-time employees in terms of FTEs (i.e.,2.50 FTE).
<b>SCREEN:</b>	<b>PCS Budget Information</b> PCS 4
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	Numeric 5 digits
<b>Format:</b>	3 digits left of the decimal and 2 to the right
<b>SPECIAL NOTES:</b>	The number of FTEs should be the number budgeted for one entire position.

# CPPS GLOSSARY

## **Current Budget Year**

**FIELD LABEL:** (Current Year) Year

**HRDW REFERENCE:**

**DEFINITION:** The calendar year in which the current budget period ends.

**EXAMPLE (optional):**

**SCREEN:** **PCS Budget Information**  
PCS 4

**REQUIRED Field (Y/N):** N

**FIELD TYPE &  
LENGTH:** Numeric 4 digits

**Format:** YYYY

**SPECIAL NOTES:**

# CPPS GLOSSARY

## **Current Net Budget**

**FIELD LABEL:** (Current Year) Net Budget

**HRDW REFERENCE:**

**DEFINITION:** The net budget for the current budget year is calculated as follows:  
$$\text{NET BUDGET} = \text{BUDGET (beginning)} + \text{BUDGET ADJUSTMENT}$$

**EXAMPLE (optional):**

**SCREEN:** PCS Budget Information  
PCS 4

**REQUIRED Field (Y/N):** N

**FIELD TYPE & LENGTH:** Numeric 11 digits

**Format:** 9 digits left of the decimal point and 2 digits right of decimal point

**SPECIAL NOTES:**

# CPPS GLOSSARY

## Next Beginning Budget

<b>FIELD LABEL:</b>	(Next Year) Budget
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	The beginning budget dollars for the next budget period concerning this position.
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>PCS Budget Information</b> PCS 4
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	Numeric 11 digits
<b>Format:</b>	9 digits left of the decimal point and 2 digits right of decimal point
<b>SPECIAL NOTES:</b>	Establishment of the beginning budget, as well as changes (adjustments) to the budget, are not permitted directly, but are instead accomplished by using the Next Year Budget Adjustment field (data element number 9042). The arithmetic sum of the beginning budget and the total budget adjustment yields the “Net Budget” for the period.

# CPPS GLOSSARY

## **Next Budget Adjustment**

<b>FIELD LABEL:</b>	(Next Year) Budget Adjustment
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	The total budget adjustment to the beginning budget for next budget period concerning this position.
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>PCS Budget Information</b> PCS 4
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	Numeric 11 digits
<b>Format:</b>	9 digits left of the decimal point and 2 digits right of decimal point
<b>SPECIAL NOTES:</b>	

# CPPS GLOSSARY

## **Next Budget Adjustment Code**

**FIELD LABEL:** (Next Year) Adjustment Code

**HRDW REFERENCE:**

**DEFINITION:** A code for indicating the reason for the budget adjustment.

**EXAMPLE (optional):**

**SCREEN:** **PCS Budget Information**  
PCS 4

**REQUIRED Field (Y/N):** N

**FIELD TYPE & LENGTH:** Alphanumeric 3 characters.

**Format:** TBD

**SPECIAL NOTES:**

# CPPS GLOSSARY

## Next Budget Adjustment Reference

<b>FIELD LABEL:</b>	(Next Year) Adjustment Reference
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	A reference identification for the last next budget period budget adjustment transaction.
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>PCS Budget Information</b> PCS 4
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	Alphanumeric 8 characters.
<b>Format:</b>	
<b>SPECIAL NOTES:</b>	Agency determined reference or tracking ID.

# CPPS GLOSSARY

## **Next Budget FTE**

<b>FIELD LABEL:</b>	(Next Year) Full Time Equivalent
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	A second or alternate budgetary control when the position is a “grouped” position (see Position Group Indicator, data element number 0133). In this case, this element is defined to be a Full-Time Equivalent (FTE) number of incumbents for the position.
<b>EXAMPLE (optional):</b>	For example, five half-time employees are equivalent to two and one-half full-time employees in terms of FTEs (i.e., 2.50 FTE).
<b>SCREEN:</b>	<b>PCS Budget Information</b> PCS 4
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	Numeric 5 digits
<b>Format:</b>	3 digits left of the decimal and 2 to the right
<b>SPECIAL NOTES:</b>	The number of FTEs should be the number budgeted for one entire position.



# CPPS GLOSSARY

## **Next Budget Year**

**FIELD LABEL:** (Next Year) Year

**HRDW REFERENCE:**

**DEFINITION:** The calendar year in which the next budget period ends.

**EXAMPLE (optional):**

**SCREEN:** **PCS Budget Information**  
PCS 4

**REQUIRED Field (Y/N):** N

**FIELD TYPE & LENGTH:** Numeric 4 digits

**Format:** YYYY

**SPECIAL NOTES:**

# CPPS GLOSSARY

## **Next Net Budget**

**FIELD LABEL:** (Next Year) Net Budget

**HRDW REFERENCE:**

**DEFINITION:** The net budget for the next budget year is calculated as follows:  
$$\text{NET BUDGET} = \text{BUDGET (beginning)} + \text{BUDGET ADJUSTMENT}$$

**EXAMPLE (optional):**

**SCREEN:** PCS Budget Information  
PCS 4

**REQUIRED Field (Y/N):** N

**FIELD TYPE & LENGTH:** Numeric 11 digits

**Format:** 9 digits left of the decimal point and 2 digits right of decimal point

**SPECIAL NOTES:**

# CPPS GLOSSARY

## **Prior Beginning Budget**

**FIELD LABEL:** (Prior Year) Budget

**HRDW REFERENCE:**

**DEFINITION:** The beginning budget dollars for the prior fiscal period.

**EXAMPLE (optional):**

**SCREEN:** **PCS Budget Information**  
PCS 4

**REQUIRED Field (Y/N):** N

**FIELD TYPE & LENGTH:** Numeric 11 digits

**Format:** 9 digits left of the decimal point and 2 digits right of decimal point

**SPECIAL NOTES:**

# CPPS GLOSSARY

## **Prior Budget Adjustment**

<b>FIELD LABEL:</b>	(Prior Year) Budget Adjustment
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	The total budget adjustment to the beginning budget for the prior fiscal period concerning this position.
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>PCS Budget Information</b> PCS 4
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	Numeric 11 digits
<b>Format:</b>	9 digits left of the decimal point and 2 digits right of decimal point
<b>SPECIAL NOTES:</b>	

# CPPS GLOSSARY

## **Prior Budget Adjustment Code**

**FIELD LABEL:** (Prior Year) Adjustment Code

**HRDW REFERENCE:**

**DEFINITION:** A code for indicating the reason for the budget adjustment.

**EXAMPLE (optional):**

**SCREEN:** **PCS Budget Information**  
PCS 4

**REQUIRED Field (Y/N):** N

**FIELD TYPE & LENGTH:** Alphanumeric 3 characters.

**Format:** TBD

**SPECIAL NOTES:**

# CPPS GLOSSARY

## **Prior Budget Adjustment Reference**

<b>FIELD LABEL:</b>	(Prior Year) Adjustment Reference
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	A reference identification for the last prior budget year adjustment transaction.
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>PCS Budget Information</b> PCS 4
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	Alphanumeric 8 characters.
<b>Format:</b>	
<b>SPECIAL NOTES:</b>	Agency determined reference or tracking ID.

# CPPS GLOSSARY

## **Prior Budget FTE**

<b>FIELD LABEL:</b>	(Prior Year) Full Time Equivalent
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	A second or alternate budgetary control when the position is a “grouped” position (see Position Group Code, data element number 0133). In this case, this element is defined to be a Full-Time Equivalent (FTE) number of incumbents for the position.
<b>EXAMPLE (optional):</b>	For example, five half-time employees are equivalent to two and one-half full-time employees in terms of FTEs (i.e., 2.50 FTE).
<b>SCREEN:</b>	<b>PCS Budget Information</b> PCS 4
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	Numeric 5 digits
<b>Format:</b>	3 digits left of the decimal and 2 to the right
<b>SPECIAL NOTES:</b>	The number of FTEs should be the number budgeted for one entire position.

# CPPS GLOSSARY

## **Prior Budget Year**

**FIELD LABEL:** (Prior Year)Year

**HRDW REFERENCE:**

**DEFINITION:** The calendar year in which the prior budget period ended.

**EXAMPLE (optional):**

**SCREEN:** **PCS Budget Information**  
PCS 4

**REQUIRED Field (Y/N):** N

**FIELD TYPE &  
LENGTH:** Numeric 4 digits

**Format:** YYYY

**SPECIAL NOTES:**



# CPPS GLOSSARY

## **Prior Net Budget**

**FIELD LABEL:** (Prior Year) Net Budget

**HRDW REFERENCE:**

**DEFINITION:** The net budget for the prior budget year is calculated as follows:  
$$\text{NET BUDGET} = \text{BUDGET (beginning)} + \text{BUDGET ADJUSTMENT}$$

**EXAMPLE (optional):**

**SCREEN:** PCS Budget Information  
PCS 4

**REQUIRED Field (Y/N):** N

**FIELD TYPE & LENGTH:** Numeric 11 digits

**Format:** 9 digits left of the decimal point and 2 digits right of decimal point

**SPECIAL NOTES:**

# CPPS GLOSSARY

## Adjusted Service Date

<b>FIELD LABEL:</b>	Adj Svc Dt
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Adjusted date for continuous service of state employment
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>Personnel Action Data</b> PER 3
<b>REQUIRED Field (Y/N):</b>	Y
<b>FIELD TYPE &amp; LENGTH:</b>	8 character numeric
<b>Format:</b>	Mm/dd/YYYY
<b>SPECIAL NOTES:</b>	This date is updated for breaks in service or leave without pay adjustments

# CPPS GLOSSARY

## Agency Date 1

<b>FIELD LABEL:</b>	AGCY DT 1
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Agency Date
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>Personnel Action Data</b> PER 3
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	8 characcter numeric
<b>Format:</b>	
<b>SPECIAL NOTES:</b>	User defined use

# CPPS GLOSSARY

## Agency Date 1

**FIELD LABEL:** AGCY DT 2

**HRDW REFERENCE:**

**DEFINITION:** Agency Date

**EXAMPLE (optional):**

**SCREEN:** Personnel Action Data  
PER 3

**REQUIRED Field (Y/N):** N

**FIELD TYPE &  
LENGTH:** 8 character numeric

**Format:**

**SPECIAL NOTES:** User defined use

# CPPS GLOSSARY

## Annual Salary

**FIELD LABEL:** Annual Sal

**HRDW REFERENCE:**

**DEFINITION:** Annualized Salary based on Monthly Rate

**EXAMPLE (optional):**

**SCREEN:** Personnel Action Data  
PER 3

**REQUIRED Field (Y/N):** N

**FIELD TYPE &  
LENGTH:** 11 character anumeric

**Format:**

**SPECIAL NOTES:** May be user calculated and entered. If left blank system will calculate and populate

# CPPS GLOSSARY

## **Benefits Base Salary**

**FIELD LABEL:**

**HRDW REFERENCE:**

**DEFINITION:** Base Salary for Benefits

**EXAMPLE (optional):**

**SCREEN:** Personnel Action Data  
PER 3

**REQUIRED Field (Y/N):** N

**FIELD TYPE &  
LENGTH:** 11 character numeric

**Format:**

**SPECIAL NOTES:** Generally used in higher ed for basis of life insurance

# CPPS GLOSSARY

## Cofrs Organization

<b>FIELD LABEL:</b>	Cofrs Orgn
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Organization used for Cofrs
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>Personnel Action Data</b> PER 3
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	4 characcter alphanumeric
<b>Format:</b>	
<b>SPECIAL NOTES:</b>	

# CPPS GLOSSARY

## Company Id

**FIELD LABEL:** Company ID

**HRDW REFERENCE:**

**DEFINITION:**

**EXAMPLE (optional):**

**SCREEN:** Personnel Action Data  
PER 3

**REQUIRED Field (Y/N):** N

**FIELD TYPE &  
LENGTH:** 4 character alphanumeric

**Format:**

**SPECIAL NOTES:**



# CPPS GLOSSARY

## **Corporation ID**

**FIELD LABEL:** Corporation ID

**HRDW REFERENCE:**

**DEFINITION:**

**EXAMPLE (optional):**

**SCREEN:** Personnel Action Data  
PER 3

**REQUIRED Field (Y/N):** N

**FIELD TYPE &  
LENGTH:** 4 character alphanumeric

**Format:**

**SPECIAL NOTES:**

# CPPS GLOSSARY

## Department Number

<b>FIELD LABEL:</b>	Dept number
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Department or Agency Identifier
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>Personnel Action Data</b> PER 3
<b>REQUIRED Field (Y/N):</b>	Y
<b>FIELD TYPE &amp; LENGTH:</b>	8 characcter Alphanumeric
<b>Format:</b>	
<b>SPECIAL NOTES:</b>	

# CPPS GLOSSARY

## Division ID

**FIELD LABEL:** Division ID

**HRDW REFERENCE:**

**DEFINITION:**

**EXAMPLE (optional):**

**SCREEN:** Personnel Action Data  
PER 3

**REQUIRED Field (Y/N):** N

**FIELD TYPE &  
LENGTH:** 4 character alphanumeric

**Format:**

**SPECIAL NOTES:**

# CPPS GLOSSARY

## Employee Status

**FIELD LABEL:** Empl Stat

**HRDW REFERENCE:**

**DEFINITION:** This is employee's employment status

**EXAMPLE (optional):**

**SCREEN:** **Personnel Action Data**  
PER 3

**REQUIRED Field (Y/N):** Y

**FIELD TYPE & LENGTH:** 1 character Alphanumeric

**Format:**

**SPECIAL NOTES:** Valid entries on help screen

# CPPS GLOSSARY

## Employee Type

<b>FIELD LABEL:</b>	Empl Type
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Employee type for FLSA
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>Personnel Action Data</b> PER 3
<b>REQUIRED Field (Y/N):</b>	Y
<b>FIELD TYPE &amp; LENGTH:</b>	character alphanumeric
<b>Format:</b>	
<b>SPECIAL NOTES:</b>	Enter N for non exempt and E for exempt from overtime

# CPPS GLOSSARY

## **FLSA Status**

<b>FIELD LABEL:</b>	FLSA Stat
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Fair Labor Standards Act Status
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>Personnel Action Data</b> PER 3
<b>REQUIRED Field (Y/N):</b>	Y
<b>FIELD TYPE &amp; LENGTH:</b>	1 character Alphanumeric
<b>Format:</b>	
<b>SPECIAL NOTES:</b>	Valid entries on help screen

# CPPS GLOSSARY

## **Full Part Time**

<b>FIELD LABEL:</b>	Full/Pt time
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Full or Part time work employee type
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>Personnel Action Data</b> PER 3
<b>REQUIRED Field (Y/N):</b>	Y
<b>FIELD TYPE &amp; LENGTH:</b>	1 character alphanumeric
<b>Format:</b>	
<b>SPECIAL NOTES:</b>	Entry F for full time or P for part time

# CPPS GLOSSARY

## Leave of Absence Reason

<b>FIELD LABEL:</b>	LOA Resn
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Leave of Absence Reason
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>Personnel Action Data</b> PER 3
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	2 character Alphanumeric
<b>Format:</b>	
<b>SPECIAL NOTES:</b>	Use for reporting purposes



# CPPS GLOSSARY

## Leave of Absence Return Date

**FIELD LABEL:** LOA Return Dt

**HRDW REFERENCE:**

**DEFINITION:** Leave of Absence Return Date

**EXAMPLE (optional):**

**SCREEN:** **Personnel Action Data**  
PER 3

**REQUIRED Field (Y/N):** N

**FIELD TYPE & LENGTH:** 8 character alphanumeric

**Format:**

**SPECIAL NOTES:** Good practice to use for reporting purposes

# CPPS GLOSSARY

## Memo

<b>FIELD LABEL:</b>	Memo
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Memorandum field
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>Personnel Action Data</b> PER 3
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	30 character alphanumeric
<b>Format:</b>	
<b>SPECIAL NOTES:</b>	User field

# CPPS GLOSSARY

## Pay Status

**FIELD LABEL:** Pay Stat

**HRDW REFERENCE:**

**DEFINITION:** Employee's Pay Status

**EXAMPLE (optional):**

**SCREEN:** Personnel Action Data  
PER 3

**REQUIRED Field (Y/N):** Y

**FIELD TYPE &  
LENGTH:** 1 character Alphanumeric

**Format:**

**SPECIAL NOTES:** S for Salary employees paid monthly and H for employees paid hourly

# CPPS GLOSSARY

## **Regular or Temporary**

<b>FIELD LABEL:</b>	Reg/Temp
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Employee type of Employment
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>Personnel Action Data</b> PER 3
<b>REQUIRED Field (Y/N):</b>	Y
<b>FIELD TYPE &amp; LENGTH:</b>	1 character Alphanumeric
<b>Format:</b>	
<b>SPECIAL NOTES:</b>	Valid entry R for regular and T for Temporary

# CPPS GLOSSARY

## **Rehire Eligibility**

<b>FIELD LABEL:</b>	Rehire Elig
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Rehire Eligibility
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>Personnel Action Data</b> PER 3
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	1 character Alphanumeric
<b>Format:</b>	
<b>SPECIAL NOTES:</b>	

# CPPS GLOSSARY

## Separation Reason

<b>FIELD LABEL:</b>	Separat Rsn
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Separation Reason for employees upon resignation or termination
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>Personnel Action Data</b> PER 3
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	2 character alphanumeric
<b>Format:</b>	
<b>SPECIAL NOTES:</b>	Reason is needed when a separation action is entered

# CPPS GLOSSARY

## Service Start Date

**FIELD LABEL:** SVC Start Dt

**HRDW REFERENCE:**

**DEFINITION:** Original Hire Date

**EXAMPLE (optional):**

**SCREEN:** **Personnel Action Data**  
PER 3

**REQUIRED Field (Y/N):** N

**FIELD TYPE &  
LENGTH:** character Numeric

**Format:**

**SPECIAL NOTES:** Preserves the original hire date and should not change

# CPPS GLOSSARY

## Special Status

<b>FIELD LABEL:</b>	Spcl Stat
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Special Status for employee including certified trial service etc...
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>Personnel Action Data</b> PER 3
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	1 characcter Alphanumeric
<b>Format:</b>	
<b>SPECIAL NOTES:</b>	Used for employee status



# CPPS GLOSSARY

## Status Date

<b>FIELD LABEL:</b>	Status DT
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Date the employee's status changes
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>Personnel Action Data</b> PER 3
<b>REQUIRED Field (Y/N):</b>	Y
<b>FIELD TYPE &amp; LENGTH:</b>	8 character Numeric
<b>Format:</b>	MM/DD/YYYY
<b>SPECIAL NOTES:</b>	This field should only be changed when status changes

# CPPS GLOSSARY

## **Adjusted Seniority Date**

**FIELD LABEL:** Adj Seniority Date

**HRDW REFERENCE:**

**DEFINITION:** Adjustment to the original seniority date

**EXAMPLE (optional):**

**SCREEN:** Job assignment  
PER 4

**REQUIRED Field (Y/N):** N

**FIELD TYPE &  
LENGTH:** 8 character numeric

**Format:**

**SPECIAL NOTES:**

# CPPS GLOSSARY

## **Begin Date**

<b>FIELD LABEL:</b>	Begin Date
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	First day of work for this job assignment
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>Job assignment</b> PER 4
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	10 character alphanumeric
<b>Format:</b>	MM/DD/YYYY
<b>SPECIAL NOTES:</b>	It is a good practice to fill in this date

# CPPS GLOSSARY

## Class Entry Date

**FIELD LABEL:** Class Entry Date

**HRDW REFERENCE:**

**DEFINITION:** Date of the action entry to this assignment

**EXAMPLE (optional):**

**SCREEN:** **Job assignment**  
PER 4

**REQUIRED Field (Y/N):** N Not at this time

**FIELD TYPE &  
LENGTH:** 10 character alpha numeric

**Format:**

**SPECIAL NOTES:** Used for various reporting and updated ??? automatic with entry date or will user have to enter ???

# CPPS GLOSSARY

## **Compa-Ratio**

**FIELD LABEL:** Compa-Ratio

**HRDW REFERENCE:**

**DEFINITION:** Comparative relationship of an employees salary to the midpoint of the range

**EXAMPLE (optional):**

**SCREEN:** Job assignment  
PER 4

**REQUIRED Field (Y/N):**

**FIELD TYPE &  
LENGTH:**

**Format:**

**SPECIAL NOTES:** Field is system generated and not entered by the User

# CPPS GLOSSARY

## Cost Element

**FIELD LABEL:** CERT

**HRDW REFERENCE:**

**DEFINITION:** Cost center for which time is charged for expense

**EXAMPLE (optional):** Line 1 is defined as account 1- line 2 account 2 and line 3 account 3

**SCREEN:** **Job assignment**  
PER 4

**REQUIRED Field (Y/N):** Y

**FIELD TYPE &  
LENGTH:** 12 character alpha numeric

**Format:**

**SPECIAL NOTES:**

# CPPS GLOSSARY

## Earnings Type

<b>FIELD LABEL:</b>	Ern
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Defines pay codes or earning type for this assignment -Reg is an example of regular earnings
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>Job assignment</b> PER 4
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	3 character alpha numeric
<b>Format:</b>	
<b>SPECIAL NOTES:</b>	Earnings type must be defined in the earnings benefit tables for use

# CPPS GLOSSARY

## End Date

<b>FIELD LABEL:</b>	End Date
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Last Day of work for this job assignment
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>Job assignment</b> PER 4
<b>REQUIRED Field (Y/N):</b>	Y
<b>FIELD TYPE &amp; LENGTH:</b>	10 character alphanumeric
<b>Format:</b>	MM/DD/YYYY
<b>SPECIAL NOTES:</b>	Permanent jobs require 99/99/9999



# CPPS GLOSSARY

## Grade

**FIELD LABEL:** Grade

**HRDW REFERENCE:**

**DEFINITION:** Grade assigned to position from Total Compensation for Job Class

**EXAMPLE (optional):**

**SCREEN:** Job assignment  
PER 4

**REQUIRED Field (Y/N):** N

**FIELD TYPE &  
LENGTH:** 3 character numeric

**Format:**

**SPECIAL NOTES:**

# CPPS GLOSSARY

## **Job Class**

**FIELD LABEL:** Job Class

**HRDW REFERENCE:**

**DEFINITION:** Job Class of the position held by employee

**EXAMPLE (optional):**

**SCREEN:** Job assignment  
PER 4

**REQUIRED Field (Y/N):** Y

**FIELD TYPE &  
LENGTH:** 6 character Alphanumeric

**Format:**

**SPECIAL NOTES:** Job Class taken from position and verified to job class table

# CPPS GLOSSARY

## **Job Department**

**FIELD LABEL:** Job Dept

**HRDW REFERENCE:**

**DEFINITION:** Identifies the Department that the job is assigned to and includes a locator code for distribution and sorting

**EXAMPLE (optional):**

**SCREEN:** Job assignment  
PER 4

**REQUIRED Field (Y/N):** Y

**FIELD TYPE & LENGTH:** 8 character alpha numeric

**Format:**

**SPECIAL NOTES:** To use a locator code Central Payroll must set up a table entry

# CPPS GLOSSARY

## **Job Number**

**FIELD LABEL:** Job No

**HRDW REFERENCE:**

**DEFINITION:** This is the job number of the record being viewed

**EXAMPLE (optional):**

**SCREEN:** Job assignment  
PER 4

**REQUIRED Field (Y/N):**

**FIELD TYPE &  
LENGTH:** Numeric 1 digit

**Format:**

**SPECIAL NOTES:** This field is not entered by user

# CPPS GLOSSARY

## **Job Seniority Date**

**FIELD LABEL:** Job Seniority Date

**HRDW REFERENCE:**

**DEFINITION:** Indicates the seniority date for this assignment

**EXAMPLE (optional):**

**SCREEN:** Job assignment  
PER 4

**REQUIRED Field (Y/N):** N

**FIELD TYPE &  
LENGTH:** 8 character numeric

**Format:** MM/DD/YYYY

**SPECIAL NOTES:**

# CPPS GLOSSARY

## Job Title

**FIELD LABEL:** Job Title

**HRDW REFERENCE:**

**DEFINITION:** Job Class Title of the position

**EXAMPLE (optional):**

**SCREEN:** Job assignment  
PER 4

**REQUIRED Field (Y/N):** N

**FIELD TYPE &  
LENGTH:**

**Format:**

**SPECIAL NOTES:** System generated and not entered by user

# CPPS GLOSSARY

## Normal Full Time Hours

**FIELD LABEL:** Normal F/T Hours

**HRDW REFERENCE:**

**DEFINITION:** Indicates the normal full time hours worked during the pay period

**EXAMPLE (optional):**

**SCREEN:** **Job assignment**  
PER 4

**REQUIRED Field (Y/N):** N

**FIELD TYPE & LENGTH:** 5 characternumeric

**Format:**

**SPECIAL NOTES:** Not currently used or entered by the user

# CPPS GLOSSARY

## Normal Hours Indicator

<b>FIELD LABEL:</b>	Norm Hrs Ind
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	pay period indicator of per period or per day
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>Job assignment</b> PER 4
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	1 character alpha numeric
<b>Format:</b>	
<b>SPECIAL NOTES:</b>	currently used or entered by the user



# CPPS GLOSSARY

## Pay Cycle

**FIELD LABEL:** Pay Cycle

**HRDW REFERENCE:**

**DEFINITION:** Identifies the pay cycle for the employees job assignment

**EXAMPLE (optional):**

**SCREEN:** Job assignment  
PER 4

**REQUIRED Field (Y/N):** Y

**FIELD TYPE & LENGTH:** 2 character alpha numeric

**Format:**

**SPECIAL NOTES:**

# CPPS GLOSSARY

## Pay Rate

<b>FIELD LABEL:</b>	Pay Rate
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Salary of the employee in this assignment
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>Job assignment</b> PER 4
<b>REQUIRED Field (Y/N):</b>	N not at this time s/b
<b>FIELD TYPE &amp; LENGTH:</b>	11 or 9 digit numeric
<b>Format:</b>	
<b>SPECIAL NOTES:</b>	

# CPPS GLOSSARY

## **Pay Rate Amount**

**FIELD LABEL:** Rate/Amt

**HRDW REFERENCE:**

**DEFINITION:** Rate amount of the pay rate based on the Percent field

**EXAMPLE (optional):**

**SCREEN:** Job assignment  
PER 4

**REQUIRED Field (Y/N):** N

**FIELD TYPE &  
LENGTH:** 11 character numeric

**Format:**

**SPECIAL NOTES:**

# CPPS GLOSSARY

## Percent

**FIELD LABEL:** Percent

**HRDW REFERENCE:**

**DEFINITION:** Percentage of Pay Rate to be expensed to this cost element

**EXAMPLE (optional):**

**SCREEN:** Job assignment  
PER 4

**REQUIRED Field (Y/N):** N

**FIELD TYPE &  
LENGTH:** 5 character numeric

**Format:**

**SPECIAL NOTES:**

# CPPS GLOSSARY

## Percentage of Full Time

**FIELD LABEL:** % Full-Time

**HRDW REFERENCE:**

**DEFINITION:** Budgeted FTE % of the position

**EXAMPLE (optional):**

**SCREEN:** Job assignment  
PER 4

**REQUIRED Field (Y/N):** Y

**FIELD TYPE &  
LENGTH:** 5 character alpha numeric

**Format:**

**SPECIAL NOTES:**

# CPPS GLOSSARY

## **Position Number**

**FIELD LABEL:** Position No

**HRDW REFERENCE:**

**DEFINITION:** Position number assigned to employee in this job assignment

**EXAMPLE (optional):**

**SCREEN:** Job assignment  
PER 4

**REQUIRED Field (Y/N):** Y

**FIELD TYPE &  
LENGTH:** 5 character numeric

**Format:**

**SPECIAL NOTES:**

# CPPS GLOSSARY

## **Rate Code**

<b>FIELD LABEL:</b>	Rate Code
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Defines the content of the pay rate field as salaried or hourly
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>Job assignment</b> PER 4
<b>REQUIRED Field (Y/N):</b>	Y
<b>FIELD TYPE &amp; LENGTH:</b>	1 character alpha numeric
<b>Format:</b>	
<b>SPECIAL NOTES:</b>	Valid entries H or P

# CPPS GLOSSARY

## **Retroactive Effective Date**

**FIELD LABEL:** Retro Eff Date

**HRDW REFERENCE:**

**DEFINITION:** Indicates the effective date of a new rate

**EXAMPLE (optional):**

**SCREEN:** Job assignment  
PER 4

**REQUIRED Field (Y/N):** N

**FIELD TYPE &  
LENGTH:** 8 character numeric

**Format:**

**SPECIAL NOTES:**



# CPPS GLOSSARY

## Save Pay Date

**FIELD LABEL:** Save Pay Date

**HRDW REFERENCE:**

**DEFINITION:** Date of saved pay

**EXAMPLE (optional):**

**SCREEN:** Job assignment  
PER 4

**REQUIRED Field (Y/N):** N

**FIELD TYPE &  
LENGTH:** 8 character numeric

**Format:**

**SPECIAL NOTES:** not currently used or entered

# CPPS GLOSSARY

## Seasonal Indicator

<b>FIELD LABEL:</b>	Seasonal Ind
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Identifies if employee is a seasonal worker
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>Job assignment</b> PER 4
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	1 character alpha numeric
<b>Format:</b>	
<b>SPECIAL NOTES:</b>	

# CPPS GLOSSARY

## **Shift Indicator**

**FIELD LABEL:** Shift Ind

**HRDW REFERENCE:**

**DEFINITION:** Indicates the shift the employee is assigned to

**EXAMPLE (optional):**

**SCREEN:** Job assignment  
PER 4

**REQUIRED Field (Y/N):** N

**FIELD TYPE &  
LENGTH:** 2 character alpha numeric

**Format:**

**SPECIAL NOTES:**

# CPPS GLOSSARY

## Start Date

**FIELD LABEL:** Start

**HRDW REFERENCE:**

**DEFINITION:** Start date of the assignment or pay period when charges can be made to the accounting system. Start date of a date after the beginning of a pay period will calculate and pay starting on the date entered

**EXAMPLE (optional):**

**SCREEN:** Job assignment  
PER 4

**REQUIRED Field (Y/N):** N

**FIELD TYPE & LENGTH:** 8 character numeric

**Format:**

**SPECIAL NOTES:** Payroll system uses this date to calculate when pay should begin and prorates accordingly

# CPPS GLOSSARY

## **Stop Date**

**FIELD LABEL:** Stop

**HRDW REFERENCE:**

**DEFINITION:** Identifies the stop date for the job assignment or the date that charges to the accounting system can be made. Stop date of a date prior to month end will calculate and end pay through c.o.b. of date entered

**EXAMPLE (optional):**

**SCREEN:** Job assignment  
PER 4

**REQUIRED Field (Y/N):** N

**FIELD TYPE &  
LENGTH:** 8 character numeric

**Format:**

**SPECIAL NOTES:** The payroll system uses this date to calculate paid through date and prorates accordingly.

# CPPS GLOSSARY

## Supervisor

<b>FIELD LABEL:</b>	Supervisor
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Name of the employees immediate supervisor
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>Job assignment</b> PER 4
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	30 character alpha numeric
<b>Format:</b>	
<b>SPECIAL NOTES:</b>	

# CPPS GLOSSARY

## Term

<b>FIELD LABEL:</b>	Term
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Defines the length of assignment
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>Job assignment</b> PER 4
<b>REQUIRED Field (Y/N):</b>	Y
<b>FIELD TYPE &amp; LENGTH:</b>	2 character numeric
<b>Format:</b>	
<b>SPECIAL NOTES:</b>	

# CPPS GLOSSARY

## Time Report Code

**FIELD LABEL:** Time Rpt CD

**HRDW REFERENCE:**

**DEFINITION:** defines the options for which time reports are generated

**EXAMPLE (optional):**

**SCREEN:** Job assignment  
PER 4

**REQUIRED Field (Y/N):** Y

**FIELD TYPE &  
LENGTH:** 1 character alpha numeric

**Format:**

**SPECIAL NOTES:** Valid codes are P T L E W N and determine if they are printed or not  
- with hours or not



# CPPS GLOSSARY

## **TK Group ID**

<b>FIELD LABEL:</b>	TK Group ID
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Timekeeping Group Identifies
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>Job assignment</b> PER 4
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	4 character alpha numeric
<b>Format:</b>	
<b>SPECIAL NOTES:</b>	Field not currently used

# CPPS GLOSSARY

## Total Jobs

<b>FIELD LABEL:</b>	Total Jobs
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Number of job s assigned to employee
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>Job assignment</b> PER 4
<b>REQUIRED Field (Y/N):</b>	
<b>FIELD TYPE &amp; LENGTH:</b>	Numeric 1 digit
<b>Format:</b>	
<b>SPECIAL NOTES:</b>	This field is not entered by user

# CPPS GLOSSARY

## User

<b>FIELD LABEL:</b>	User
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	User account codes for expense
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>Job assignment</b> PER 4
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	12 character alpha numeric
<b>Format:</b>	
<b>SPECIAL NOTES:</b>	

# CPPS GLOSSARY

## User Field

<b>FIELD LABEL:</b>	User Field
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	User defined Field
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>Job assignment</b> PER 4
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	
<b>Format:</b>	
<b>SPECIAL NOTES:</b>	Field not currently used

# CPPS GLOSSARY

## User Field Code

**FIELD LABEL:** F

**HRDW REFERENCE:**

**DEFINITION:** Used to indicate whether to use the next field when expense payment

**EXAMPLE (optional):**

**SCREEN:** Job assignment  
PER 4

**REQUIRED Field (Y/N):** N

**FIELD TYPE &  
LENGTH:** 1 character alpha numeric

**Format:**

**SPECIAL NOTES:**

# CPPS GLOSSARY

## **1st FMLA Leave Date**

**FIELD LABEL:**

**HRDW REFERENCE:**

**DEFINITION:** Identifies the beginning of a 12 month entitlement period using the starting date of the Personal Data employee's FMLA leave.

**EXAMPLE (optional):**

**SCREEN:** **Personal Data**  
PER 5

**REQUIRED Field (Y/N):** N

**FIELD TYPE &  
LENGTH:** 8 character numeric

**Format:** MM/DD/YYYY

**SPECIAL NOTES:**

# CPPS GLOSSARY

## Actions

**FIELD LABEL:** Actns

**HRDW REFERENCE:**

**DEFINITION:** Indicates the personnel actions taken for the employee. The action codes relate primarily to the Personnel Action Data page and are not required on the current page. Up to three Actions are allowed per record.

**EXAMPLE (optional):**

**SCREEN:** **Personal Data**  
PER 5

**REQUIRED Field (Y/N):** Y

**FIELD TYPE & LENGTH:** 2 character alphanumeric

**Format:**

**SPECIAL NOTES:**

# CPPS GLOSSARY

## Actual Marital Status

**FIELD LABEL:** Actual Mrt St

**HRDW REFERENCE:**

**DEFINITION:** Indicates the actual marital status of the employee (as opposed to the marital status used for tax withholding).

**EXAMPLE (optional):**

**SCREEN:** **Personal Data**  
PER 5

**REQUIRED Field (Y/N):** N

**FIELD TYPE & LENGTH:** 1 character alphanumeric

**Format:**

**SPECIAL NOTES:**



# CPPS GLOSSARY

## Alien Registration Number

**FIELD LABEL:**

**HRDW REFERENCE:**

**DEFINITION:** Indicates the ID number assigned by the Federal Government to employees who are not U.S. citizens.

**EXAMPLE (optional):**

**SCREEN:** **Personal Data**  
PER 5

**REQUIRED Field (Y/N):** N

**FIELD TYPE & LENGTH:** 11 character alpha numeric

**Format:**

**SPECIAL NOTES:** Use number on green card

# CPPS GLOSSARY

## **Alternate Address Flag**

**FIELD LABEL:**

**HRDW REFERENCE:**

**DEFINITION:** Indicates whether the employee has an alternate address.

**EXAMPLE (optional):**

**SCREEN:** **Personal Data**  
PER 5

**REQUIRED Field (Y/N):** Y

**FIELD TYPE & LENGTH:** 1 character alphanumeric

**Format:**

**SPECIAL NOTES:** Valid entry is Y only or blank

# CPPS GLOSSARY

## Alternate Phone

**FIELD LABEL:** Alt phone

**HRDW REFERENCE:**

**DEFINITION:** The area code and telephone number of the emergency contact.

**EXAMPLE (optional):**

**SCREEN:** **Personal Data**  
PER 5

**REQUIRED Field (Y/N):** N

**FIELD TYPE &  
LENGTH:** 10 character alphanumeric

**Format:**

**SPECIAL NOTES:**

# CPPS GLOSSARY

## **Blood Type**

**FIELD LABEL:**

**HRDW REFERENCE:**

**DEFINITION:** Identifies the blood type of the employee.

**EXAMPLE (optional):**

**SCREEN:** **Personal Data**  
PER 5

**REQUIRED Field (Y/N):** N

**FIELD TYPE & LENGTH:** 6 character alphanumeric

**Format:**

**SPECIAL NOTES:**

# CPPS GLOSSARY

## Citizenship/Visa

**FIELD LABEL:**

**HRDW REFERENCE:**

**DEFINITION:** Specifies type of visa ,if any held by the employee.

**EXAMPLE (optional):**

**SCREEN:** **Personal Data**  
PER 5

**REQUIRED Field (Y/N):** N

**FIELD TYPE & LENGTH:** 2 character alphanumeric

**Format:**

**SPECIAL NOTES:**

# CPPS GLOSSARY

## **Clock/Badge Identification**

**FIELD LABEL:**

**HRDW REFERENCE:**

**DEFINITION:** Indicates the identifier assigned to the employee on his or her employment ID card or badge.

**EXAMPLE (optional):**

**SCREEN:** **Personal Data**  
PER 5

**REQUIRED Field (Y/N):** N

**FIELD TYPE & LENGTH:** 6 character alphanumeric

**Format:**

**SPECIAL NOTES:**

# CPPS GLOSSARY

## Contact Phone

**FIELD LABEL:**

**HRDW REFERENCE:**

**DEFINITION:** The area code and telephone number of the emergency contact.

**EXAMPLE (optional):**

**SCREEN:** **Personal Data**  
PER 5

**REQUIRED Field (Y/N):** N

**FIELD TYPE & LENGTH:** 10 character alphanumeric

**Format:**

**SPECIAL NOTES:**

# CPPS GLOSSARY

## Country

**FIELD LABEL:**

**HRDW REFERENCE:**

**DEFINITION:** The employee's current country of citizenship (if other than U.S.).

**EXAMPLE (optional):**

**SCREEN:** **Personal Data**  
PER 5

**REQUIRED Field (Y/N):** N

**FIELD TYPE &  
LENGTH:** 3 character alphanumeric

**Format:**

**SPECIAL NOTES:**



# CPPS GLOSSARY

## **Current Address - City**

**FIELD LABEL:**

**HRDW REFERENCE:**

**DEFINITION:** Indicates the employee's current city of residence.

**EXAMPLE (optional):**

**SCREEN:** **Personal Data**  
PER 5

**REQUIRED Field (Y/N):** Y

**FIELD TYPE & LENGTH:** 4 character alphanumeric

**Format:**

**SPECIAL NOTES:**

# CPPS GLOSSARY

## Current Address - State

**FIELD LABEL:**

**HRDW REFERENCE:**

**DEFINITION:** Specifies the standard postal service code for the state in which the employee lives.

**EXAMPLE (optional):**

**SCREEN:** **Personal Data**  
PER 5

**REQUIRED Field (Y/N):** Y

**FIELD TYPE & LENGTH:** 2 character alphabetic

**Format:**

**SPECIAL NOTES:**

# CPPS GLOSSARY

## **Current Address - Street**

**FIELD LABEL:** Curr Address

**HRDW REFERENCE:**

**DEFINITION:** Indicates the employee's current home street address or post office box number.

**EXAMPLE (optional):**

**SCREEN:** **Personal Data**  
PER 5

**REQUIRED Field (Y/N):** Y

**FIELD TYPE & LENGTH:** 30 character alphanumeric

**Format:**

**SPECIAL NOTES:**

# CPPS GLOSSARY

## **Current Address - Street 2**

**FIELD LABEL:**

**HRDW REFERENCE:**

**DEFINITION:** Indicates the employee's current home street address or post office box number used for building and apts if needed.

**EXAMPLE (optional):**

**SCREEN:** **Personal Data**  
PER 5

**REQUIRED Field (Y/N):** Y

**FIELD TYPE & LENGTH:** 30 character alphanumeric

**Format:**

**SPECIAL NOTES:**

# CPPS GLOSSARY

## **Current Address - Zip Code**

**FIELD LABEL:**

**HRDW REFERENCE:**

**DEFINITION:** Specifies the U.S. zip code for the employee's home address.

**EXAMPLE (optional):**

**SCREEN:** **Personal Data**  
PER 5

**REQUIRED Field (Y/N):** Y

**FIELD TYPE & LENGTH:** 10 character alphanumeric

**Format:**

**SPECIAL NOTES:** May include zip + 4

# CPPS GLOSSARY

## Date of Birth

**FIELD LABEL:**

**HRDW REFERENCE:**

**DEFINITION:** Indicates the employee's date of birth.

**EXAMPLE (optional):**

**SCREEN:** **Personal Data**  
PER 5

**REQUIRED Field (Y/N):** Y

**FIELD TYPE & LENGTH:** 8 character numeric

**Format:** MM/DD/YYYY

**SPECIAL NOTES:**

# CPPS GLOSSARY

## Education Level

<b>FIELD LABEL:</b>	Educ level
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Indicates the highest level of education completed by the employee.
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>Personal Data</b> PER 5
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	2 character alphanumeric
<b>Format:</b>	
<b>SPECIAL NOTES:</b>	When updating this field you should also update screen 11

# CPPS GLOSSARY

## **Education Level Year**

**FIELD LABEL:** Educ Level year

**HRDW REFERENCE:**

**DEFINITION:** Indicates the year the employee achieved the education level specified in the Education Level field.

**EXAMPLE (optional):**

**SCREEN:** **Personal Data**  
PER 5

**REQUIRED Field (Y/N):** N

**FIELD TYPE & LENGTH:** 4 character numeric

**Format:** YYYY

**SPECIAL NOTES:**



# CPPS GLOSSARY

## Effective Date

**FIELD LABEL:** Eff Date

**HRDW REFERENCE:**

**DEFINITION:** Identifies the date the personnel action(s) becomes effective.

**EXAMPLE (optional):**

**SCREEN:** **Personal Data**  
PER 5

**REQUIRED Field (Y/N):** Y

**FIELD TYPE &  
LENGTH:** 8 character numeric

**Format:** MM/DD/YYYY

**SPECIAL NOTES:**

# CPPS GLOSSARY

## Emergency Contact

**FIELD LABEL:**

**HRDW REFERENCE:**

**DEFINITION:** Specifies the name of a person to contact in case of an emergency.

**EXAMPLE (optional):**

**SCREEN:** **Personal Data**  
PER 5

**REQUIRED Field (Y/N):** N

**FIELD TYPE & LENGTH:** 30 character alpha numeric

**Format:**

**SPECIAL NOTES:**

# CPPS GLOSSARY

## **Employee ID**

**FIELD LABEL:**

**HRDW REFERENCE:**

**DEFINITION:** Indicates the identification number for the employee.

**EXAMPLE (optional):**

**SCREEN:** **Personal Data**  
PER 5

**REQUIRED Field (Y/N):**

**FIELD TYPE &  
LENGTH:**

**Format:**

**SPECIAL NOTES:**

# CPPS GLOSSARY

## Employee Name

**FIELD LABEL:**

**HRDW REFERENCE:**

**DEFINITION:** Indicates the employee's name.

**EXAMPLE (optional):**

**SCREEN:** **Personal Data**  
PER 5

**REQUIRED Field (Y/N):** Y

**FIELD TYPE & LENGTH:** 30 character alphanumeric

**Format:**

**SPECIAL NOTES:**

# CPPS GLOSSARY

## Employee Name Suffix

**FIELD LABEL:** Name Suffix

**HRDW REFERENCE:**

**DEFINITION:** Specifies a suffix that may follow the employee name such as Jr. Sr.

**EXAMPLE (optional):**

**SCREEN:** **Personal Data**  
PER 5

**REQUIRED Field (Y/N):** Y

**FIELD TYPE & LENGTH:** 4 character alphanumeric

**Format:**

**SPECIAL NOTES:**

# CPPS GLOSSARY

## Ethnicity

**FIELD LABEL:**

**HRDW REFERENCE:**

**DEFINITION:** Indicates the employee's ethnic group.

**EXAMPLE (optional):**

**SCREEN:** **Personal Data**  
PER 5

**REQUIRED Field (Y/N):** Y Currently F9 has N

**FIELD TYPE & LENGTH:** 1 character alphanumeric

**Format:**

**SPECIAL NOTES:** Used primarily for reporting

# CPPS GLOSSARY

## Extension

**FIELD LABEL:**

**HRDW REFERENCE:**

**DEFINITION:** Specifies the employee's work telephone extension number.

**EXAMPLE (optional):**

**SCREEN:** **Personal Data**  
PER 5

**REQUIRED Field (Y/N):** Y

**FIELD TYPE &  
LENGTH:** 4 character alphanumeric

**Format:**

**SPECIAL NOTES:**

# CPPS GLOSSARY

## **FMLA Entitlement**

**FIELD LABEL:**

**HRDW REFERENCE:**

**DEFINITION:** Indicates the number of hours of FMLA leave an employee is entitled to take during the entitlement period.

**EXAMPLE (optional):**

**SCREEN:** **Personal Data**  
PER 5

**REQUIRED Field (Y/N):** N

**FIELD TYPE & LENGTH:** 5 character numeric

**Format:**

**SPECIAL NOTES:**



# CPPS GLOSSARY

## Home Phone

**FIELD LABEL:**

**HRDW REFERENCE:**

**DEFINITION:** The employee's home area code and telephone number.

**EXAMPLE (optional):**

**SCREEN:** **Personal Data**  
PER 5

**REQUIRED Field (Y/N):** Y

**FIELD TYPE & LENGTH:** 10 character alphanumeric

**Format:**

**SPECIAL NOTES:** Does this include the / and - if so check out the length

# CPPS GLOSSARY

## **I-9 Expiration Date**

**FIELD LABEL:** I-9 Expire Date

**HRDW REFERENCE:**

**DEFINITION:** This date monitors the expiration date of certain qualifying documents when applicable. For U.S. employees: specifies the date on which the employee's I-9 form expires.

**EXAMPLE (optional):**

**SCREEN:** **Personal Data**  
PER 5

**REQUIRED Field (Y/N):** N

**FIELD TYPE &  
LENGTH:** 8 character numeric

**Format:**

**SPECIAL NOTES:** State of Colorado uses this date for the date the I-9 was signed.

# CPPS GLOSSARY

## **I-9 Status - Valid Codes**

**FIELD LABEL:** I-9 status

**HRDW REFERENCE:**

**DEFINITION:** For U.S. employees: Indicates whether an Employment Eligibility Form (I-9) is on file. The form is used to verify the legal status of a new hire and must be completed and signed by both employee and employer within 72 hours of employment.

**EXAMPLE (optional):**

**SCREEN:** **Personal Data**  
PER 5

**REQUIRED Field (Y/N):** Y

**FIELD TYPE & LENGTH:** 1 character alphanumeric

**Format:**

**SPECIAL NOTES:**

# CPPS GLOSSARY

## Language Preference

**FIELD LABEL:**

**HRDW REFERENCE:**

**DEFINITION:** Indicates the preferred language spoken by the employee.

**EXAMPLE (optional):**

**SCREEN:** **Personal Data**  
PER 5

**REQUIRED Field (Y/N):** N

**FIELD TYPE & LENGTH:** 2 character alphanumeric

**Format:**

**SPECIAL NOTES:** Enter screen 13 for more detailed language information

# CPPS GLOSSARY

## Mail Stop

**FIELD LABEL:**

**HRDW REFERENCE:**

**DEFINITION:** Identifies the work mailing address (department code) for the employee. In update mode- after the department code is entered the System displays the department name following the department code.

**EXAMPLE (optional):**

**SCREEN:** **Personal Data**  
PER 5

**REQUIRED Field (Y/N):** Y

**FIELD TYPE & LENGTH:** 8 character alphanumeric

**Format:**

**SPECIAL NOTES:** Includes locator codes if agency is set up to use

# CPPS GLOSSARY

## **Military Discharge Dt**

**FIELD LABEL:** Mil Dischrg

**HRDW REFERENCE:**

**DEFINITION:** Indicates the military discharge date

**EXAMPLE (optional):**

**SCREEN:** **Personal Data**  
PER 5

**REQUIRED Field (Y/N):** N

**FIELD TYPE &  
LENGTH:** 8 character numeric

**Format:** YYYYMMDD

**SPECIAL NOTES:**

# CPPS GLOSSARY

## Military Status

**FIELD LABEL:** Mil Status

**HRDW REFERENCE:**

**DEFINITION:**

**EXAMPLE (optional):**

**SCREEN:** PER 5

**REQUIRED Field (Y/N):**

**FIELD TYPE &  
LENGTH:**

**Format:**

**SPECIAL NOTES:**

# CPPS GLOSSARY

## Name Prefix

**FIELD LABEL:** Name Prefix

**HRDW REFERENCE:**

**DEFINITION:** Specifies the employee's name prefix such as Mr. Mrs. or Dr.

**EXAMPLE (optional):**

**SCREEN:** **Personal Data**  
PER 5

**REQUIRED Field (Y/N):** Y

**FIELD TYPE & LENGTH:** 4 character alphanumeric

**Format:**

**SPECIAL NOTES:**



# CPPS GLOSSARY

## Organization Name

**FIELD LABEL:**

**HRDW REFERENCE:**

**DEFINITION:** Indicates the name of the organization to which the employee is assigned.

**EXAMPLE (optional):**

**SCREEN:** **Personal Data**  
PER 5

**REQUIRED Field (Y/N):** Y

**FIELD TYPE &  
LENGTH:**

**Format:**

**SPECIAL NOTES:** System generated

# CPPS GLOSSARY

## Reference Source

**FIELD LABEL:** Ref Source

**HRDW REFERENCE:**

**DEFINITION:** Indicates the employee's source of referral for employment.

**EXAMPLE (optional):**

**SCREEN:** **Personal Data**  
PER 5

**REQUIRED Field (Y/N):** N

**FIELD TYPE & LENGTH:** 1 character alphanumeric

**Format:**

**SPECIAL NOTES:**

# CPPS GLOSSARY

## Relationship

**FIELD LABEL:**

**HRDW REFERENCE:**

**DEFINITION:** Indicates the relationship of the emergency contact to the employee.

**EXAMPLE (optional):**

**SCREEN:** **Personal Data**  
PER 5

**REQUIRED Field (Y/N):** N

**FIELD TYPE & LENGTH:** 8 character alphanumeric

**Format:**

**SPECIAL NOTES:**

# CPPS GLOSSARY

## Sex

**FIELD LABEL:**

**HRDW REFERENCE:**

**DEFINITION:** Indicates the sex of the employee.

**EXAMPLE (optional):**

**SCREEN:** **Personal Data**  
PER 5

**REQUIRED Field (Y/N):** Y

**FIELD TYPE & LENGTH:** 1 character alphanumeric

**Format:**

**SPECIAL NOTES:** Valid entries M or F

# CPPS GLOSSARY

## SSN/SIN

**FIELD LABEL:**

**HRDW REFERENCE:**

**DEFINITION:** Identifies the employee's Social Security Number.

**EXAMPLE (optional):**

**SCREEN:** **Personal Data**  
PER 5

**REQUIRED Field (Y/N):** Y

**FIELD TYPE &  
LENGTH:** 9 character numeric

**Format:**

**SPECIAL NOTES:**

# CPPS GLOSSARY

## Veteran Time

**FIELD LABEL:**

**HRDW REFERENCE:**

**DEFINITION:** Indicates the years months and dates of service

**EXAMPLE (optional):**

**SCREEN:** **Personal Data**  
PER 5

**REQUIRED Field (Y/N):** N

**FIELD TYPE &  
LENGTH:** 6 character alphanumeric

**Format:** YYMMDD

**SPECIAL NOTES:**

# CPPS GLOSSARY

## Veteran Type

<b>FIELD LABEL:</b>	Vet Type
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Indicates veteran type of ?????
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>Personal Data</b> PER 5
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	1 character alphanumeric
<b>Format:</b>	
<b>SPECIAL NOTES:</b>	

# CPPS GLOSSARY

## Visa Exp Date

**FIELD LABEL:**

**HRDW REFERENCE:**

**DEFINITION:** Specifies the expiration date of the employee's visa, if any.

**EXAMPLE (optional):**

**SCREEN:** **Personal Data**  
PER 5

**REQUIRED Field (Y/N):** N

**FIELD TYPE & LENGTH:** 8 character numeric

**Format:**

**SPECIAL NOTES:**



# CPPS GLOSSARY

## Work Phone

**FIELD LABEL:**

**HRDW REFERENCE:**

**DEFINITION:** The employee's work area code and telephone number.

**EXAMPLE (optional):**

**SCREEN:** **Personal Data**  
PER 5

**REQUIRED Field (Y/N):** Y

**FIELD TYPE & LENGTH:** 10 character alphanumeric

**Format:**

**SPECIAL NOTES:**

# CPPS GLOSSARY

## Action Code

**FIELD LABEL:** Actns

**HRDW REFERENCE:**

**DEFINITION:** Action Code

**EXAMPLE (optional):**

**SCREEN:** Alternate Address  
PER 6

**REQUIRED Field (Y/N):** Y

**FIELD TYPE &  
LENGTH:** Alphanumeric 2

**Format:**

**SPECIAL NOTES:** The next field contains the action subtype - not required

# CPPS GLOSSARY

## City

<b>FIELD LABEL:</b>	City
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Indicates the Post Office City
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	Alternate Address PER 6
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	Alphanumeric 30
<b>Format:</b>	
<b>SPECIAL NOTES:</b>	

# CPPS GLOSSARY

## **E Mail Address**

**FIELD LABEL:** E Mail Address

**HRDW REFERENCE:**

**DEFINITION:** E mail address

**EXAMPLE (optional):**

**SCREEN:** Alternate Address  
PER 6

**REQUIRED Field (Y/N):** N

**FIELD TYPE &  
LENGTH:** Alphanumeric 30

**Format:**

**SPECIAL NOTES:**

# CPPS GLOSSARY

## Effective Date

<b>FIELD LABEL:</b>	Eff Date
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Effective Date of the transaction
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	Alternate Address PER 6
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	Numeric 8
<b>Format:</b>	MM/DD/YYYY
<b>SPECIAL NOTES:</b>	

# CPPS GLOSSARY

## Field/Date

<b>FIELD LABEL:</b>	Field/Date
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Date Field
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	Alternate Address PER 6
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	Alphanumeric 8
<b>Format:</b>	
<b>SPECIAL NOTES:</b>	Optional date field for user use

# CPPS GLOSSARY

## Field/Date

<b>FIELD LABEL:</b>	Field/Date
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Date Field
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	Alternate Address PER 6
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	Alphanumeric 8
<b>Format:</b>	
<b>SPECIAL NOTES:</b>	Optional date field for user use

# CPPS GLOSSARY

## Labor Level 2

**FIELD LABEL:** Level 2

**HRDW REFERENCE:**

**DEFINITION:** Kronos Labor Level 2

**EXAMPLE (optional):**

**SCREEN:** Alternate Address  
PER 6

**REQUIRED Field (Y/N):** N

**FIELD TYPE &  
LENGTH:** Alphanumeric 30

**Format:**

**SPECIAL NOTES:** This field is used to define labor level 2 for Kronos Timekeeping System users



# CPPS GLOSSARY

## Labor Level 3

**FIELD LABEL:** Level 3

**HRDW REFERENCE:**

**DEFINITION:** Kronos Labor Level 3

**EXAMPLE (optional):**

**SCREEN:** Alternate Address  
PER 6

**REQUIRED Field (Y/N):** N

**FIELD TYPE &  
LENGTH:** Alphanumeric 30

**Format:**

**SPECIAL NOTES:** This field is used to define labor level 3 for Kronos Timekeeping System users

# CPPS GLOSSARY

## Labor Level 4

**FIELD LABEL:** Level 4

**HRDW REFERENCE:**

**DEFINITION:** Kronos Labor Level 4

**EXAMPLE (optional):**

**SCREEN:** Alternate Address  
PER 6

**REQUIRED Field (Y/N):** N

**FIELD TYPE &  
LENGTH:** Alphanumeric 30

**Format:**

**SPECIAL NOTES:** This field is used to define labor level 4 for Kronos Timekeeping System users

# CPPS GLOSSARY

## Labor Level 5

**FIELD LABEL:** Level 5

**HRDW REFERENCE:**

**DEFINITION:** Kronos Labor Level 5

**EXAMPLE (optional):**

**SCREEN:** Alternate Address  
PER 6

**REQUIRED Field (Y/N):** N

**FIELD TYPE &  
LENGTH:** Alphanumeric 30

**Format:**

**SPECIAL NOTES:** This field is used to define labor level 5 for Kronos Timekeeping System users

# CPPS GLOSSARY

## Pay Rule

**FIELD LABEL:** Pay Rule

**HRDW REFERENCE:**

**DEFINITION:** Kronos Pay Rule

**EXAMPLE (optional):**

**SCREEN:** Alternate Address  
PER 6

**REQUIRED Field (Y/N):** N

**FIELD TYPE &  
LENGTH:** Alphanumeric 30

**Format:**

**SPECIAL NOTES:** This field is used to define pay rule for Kronos Timekeeping System users

# CPPS GLOSSARY

## State or Province

**FIELD LABEL:** State or Province

**HRDW REFERENCE:**

**DEFINITION:** Indicates the alternate address Post Office State

**EXAMPLE (optional):**

**SCREEN:** Alternate Address  
PER 6

**REQUIRED Field (Y/N):** N

**FIELD TYPE &  
LENGTH:** Alphabetic 2

**Format:**

**SPECIAL NOTES:**

# CPPS GLOSSARY

## Street

**FIELD LABEL:** Street

**HRDW REFERENCE:**

**DEFINITION:** Indicates the alternate Street address

**EXAMPLE (optional):**

**SCREEN:** Alternate Address  
PER 6

**REQUIRED Field (Y/N):** N

**FIELD TYPE &  
LENGTH:** Alphanumeric 30

**Format:**

**SPECIAL NOTES:** used only if needed for an alternate address for mailing

# CPPS GLOSSARY

## **ZIP/Postal Code**

<b>FIELD LABEL:</b>	Zip/Postal Code
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Indicates the alternate address Post Office Zip Code
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>Alternate Address</b> PER 6
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	Alphanumeric 10
<b>Format:</b>	
<b>SPECIAL NOTES:</b>	May use zip + 4

# CPPS GLOSSARY

## DEDUCTION SCHEDULE

<b>FIELD LABEL:</b>	DED SCH
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	This determines the payroll schedule when employee deductions are withheld.
<b>EXAMPLE (optional):</b>	M1
<b>SCREEN:</b>	<b>TAX DATA</b> PER 7
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	2 characters Alphanumeric
<b>Format:</b>	M1 B1 M2 B2 .
<b>SPECIAL NOTES:</b>	Usually M1 or B1. M2 is used for CDOT employees hired before 7/1/1999. B2 is used for State fair employees.



# CPPS GLOSSARY

## EMP STATE MARITAL STATUS

**FIELD LABEL:** EMP ST MRT STAT

**HRDW REFERENCE:**

**DEFINITION:** Taxing Information - Specifies the employee's marital status for state tax withholding. (As declared on the W-4 form.)

**EXAMPLE (optional):** M or S

**SCREEN:** **TAX DATA**  
PER 7

**REQUIRED Field (Y/N):** N

**FIELD TYPE & LENGTH:** 1 character alpha

**Format:** M or S

**SPECIAL NOTES:** This does not have to be actual marital status. This can be marital status for state tax withholding purposes only. This is generally the same as federal marital status on this screen.

# CPPS GLOSSARY

## EMPLOYEE STATE ALLOWANCES

**FIELD LABEL:** EMP ST ALLOWS

**HRDW REFERENCE:**

**DEFINITION:** Taxing Information -Specifies the number of regular allowances claimed by the employee on the W-4 form or indicates if a tax exemption is claimed by an employee.

**EXAMPLE (optional):** 2

**SCREEN:** TAX DATA  
PER 7

**REQUIRED Field (Y/N):** N

**FIELD TYPE &  
LENGTH:** 2 digit Numeric

**Format:**

**SPECIAL NOTES:** 00-97 - Number of regular allowances (including personal special and dependents). If the employee is claiming "exempt" status input 98 in this field. This is generally the same as federal allowances on this screen. All employers must submit copies of federal W-4s to the state when the exemptions are greater than 10 or if the individual claims exempt.

# CPPS GLOSSARY

## **FED ADDTL WTH AMT**

**FIELD LABEL:** FED ADDTL WTH AMT

**HRDW REFERENCE:**

**DEFINITION:** Taxing Information - This is a fixed dollar amount of federal withholding deducted in addition to the federal allowance claimed.

**EXAMPLE (optional):** 150

**SCREEN:** TAX DATA  
PER 7

**REQUIRED Field (Y/N):**

**FIELD TYPE &  
LENGTH:**

**Format:**

**SPECIAL NOTES:** This is a fixed dollar amount deducted in addition to the allowance claimed.

# CPPS GLOSSARY

## **FED ALLOWANCES**

**FIELD LABEL:** FED ALLOWANCES

**HRDW REFERENCE:**

**DEFINITION:** Taxing Information -Specifies the number of regular allowances claimed by the employee on the W-4 form or indicates if a tax exemption is claimed by an employee.

**EXAMPLE (optional):** 2

**SCREEN:** **TAX DATA**  
PER 7

**REQUIRED Field (Y/N):**

**FIELD TYPE & LENGTH:** 2 digit Numeric

**Format:**

**SPECIAL NOTES:** 00-97 - Number of regular allowances (including personal special and dependents). 98 - No federal tax withheld; taxable gross is accumulated (for example if the employee expects to earn less than the minimum required to pay this tax).99 - No federal tax withheld; taxable gross is not accumulated. Employee is exempt from federal taxes regardless of earnings. IE J-1 Visa. If allowances are more than 10 a copy of the W-4 form must be sent to Central Payroll who sends a copy on to the IRS

# CPPS GLOSSARY

## **FED MRT STAT**

**FIELD LABEL:** FED MRT STAT

**HRDW REFERENCE:**

**DEFINITION:** Taxing Information - Specifies the employee's marital status for federal tax withholding. (As declared on the W-4 form.)

**EXAMPLE (optional):** M or S

**SCREEN:** **TAX DATA**  
PER 7

**REQUIRED Field (Y/N):**

**FIELD TYPE & LENGTH:** 1 character Alpha F1 says AlphaNumeric

**Format:** M or S

**SPECIAL NOTES:** This does not have to be actual marital status. This can be marital status for federal tax withholding purposes only.

# CPPS GLOSSARY

## **FICA ELIG**

**FIELD LABEL:** FICA ELIG

**HRDW REFERENCE:**

**DEFINITION:** Taxing Information - FICA ELIG Indicates whether Medicare deductions are taken from the employee's gross pay.

**EXAMPLE (optional):** M

**SCREEN:** **TAX DATA**  
PER 7

**REQUIRED Field (Y/N):** Y

**FIELD TYPE &  
LENGTH:** 2 digit Numeric

**Format:**

**SPECIAL NOTES:** M - Eligible for Medicare deduction N - Not eligible for Medicare deduction- N are for those hired before 4/1/1986 (verify date)

# CPPS GLOSSARY

## **LOCAL TAX ENTITY1**

<b>FIELD LABEL:</b>	LOCAL TAX ENT 1
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	This identifies the tax entity number of the local tax entity (city or county) for which tax is withheld for an employee.
<b>EXAMPLE (optional):</b>	156
<b>SCREEN:</b>	<b>TAX DATA</b> PER 7
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	4 character alphanumeric
<b>Format:</b>	0151-0899 and 1501- 2500
<b>SPECIAL NOTES:</b>	There are several local tax entities in Colorado. Some other states also have Local Tax Entities. Contact Central Payroll when an employee is hired and working outside of the State of Colorado.

# CPPS GLOSSARY

## STATE EMPLOYMNT

<b>FIELD LABEL:</b>	STATE EMPLOYMENT
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Specifies the tax entity ID of the employee's state of employment for withholding tax purposes.
<b>EXAMPLE (optional):</b>	6
<b>SCREEN:</b>	<b>TAX DATA</b> PER 7
<b>REQUIRED Field (Y/N):</b>	Y
<b>FIELD TYPE &amp; LENGTH:</b>	4 digit Numeric
<b>Format:</b>	U.S.: 0001 - 0053
<b>SPECIAL NOTES:</b>	For most employees this should be "0006" for Colorado. If the employee works outside of Colorado please put the correct state code and contact Central Payroll immediately so that we may contact the other state for correct filing of taxes.



# CPPS GLOSSARY

## **STATE RESIDENCE**

**FIELD LABEL:** STATE RESIDENCE

**HRDW REFERENCE:**

**DEFINITION:** Specifies the tax entity ID of the employee's state of residence.

**EXAMPLE (optional):** 6

**SCREEN:** TAX DATA  
PER 7

**REQUIRED Field (Y/N):** N

**FIELD TYPE &  
LENGTH:** 4 DIGITS NUMERIC

**Format:**

**SPECIAL NOTES:**

# CPPS GLOSSARY

## WORKSITE

**FIELD LABEL:** WORKSITE

**HRDW REFERENCE:**

**DEFINITION:** This identifies the city where the employee works.

**EXAMPLE (optional):** 260

**SCREEN:** TAX DATA  
PER 7

**REQUIRED Field (Y/N):** Y

**FIELD TYPE &  
LENGTH:** 5 ALPHANUMERIC

**Format:**

**SPECIAL NOTES:** 00001-00999 Out of Colorado worksite is 00999.

# CPPS GLOSSARY

## **Next Review Date**

**FIELD LABEL:** Next Review

**HRDW REFERENCE:**

**DEFINITION:** The date when an employee's next review or rating is due. This date generally shouldn't be more than one year from the Rating Date.

**EXAMPLE (optional):**

**SCREEN:** **Job Performance**  
PER 9

**REQUIRED Field (Y/N):** N

**FIELD TYPE &  
LENGTH:** Numeric eight digits

**Format:** MM/DD/CCYY

**SPECIAL NOTES:** May be entered with or without the '/s.

# CPPS GLOSSARY

## Non-monetary Award Flag

<b>FIELD LABEL:</b>	Non-monetary Award Flag
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	A flag indicating that the employee received a non-monetary award.
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>Job Performance</b> PER 9
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	Alphanumeric one character
<b>Format:</b>	Valid values are: ' ' = No non-monetary award was given 'Y' = Non-monetary award was given
<b>SPECIAL NOTES:</b>	The type of non-monetary award is not recorded only that an award was given.

# CPPS GLOSSARY

## **Position Number**

**FIELD LABEL:** Pos Num

**HRDW REFERENCE:**

**DEFINITION:** A unique identifying number assigned to each individual position within a payroll organization.

**EXAMPLE (optional):**

**SCREEN:** **Job Performance**  
PER 9

**REQUIRED Field (Y/N):** N

**FIELD TYPE & LENGTH:** Numeric five digits

**Format:**

**SPECIAL NOTES:** On the Job Performance screen the position number relates the performance rating data to a specific position or job for the employee.

# CPPS GLOSSARY

## Probation/Employee Status

**FIELD LABEL:** Prob/Employee Status

**HRDW REFERENCE:**

**DEFINITION:** A code that designates the rights and privileges granted to an employee.

**EXAMPLE (optional):**

**SCREEN:** **Job Performance**  
PER 9

**REQUIRED Field (Y/N):** N

**FIELD TYPE & LENGTH:** Alphanumeric two characters

**Format:** Valid values are:  
1 =  
2 =  
3 =  
4 =  
5 =  
6 =

**SPECIAL NOTES:**

# CPPS GLOSSARY

## **Probation/Employee Status Begin Date**

**FIELD LABEL:** Prob/Stat Begin Date

**HRDW REFERENCE:**

**DEFINITION:** The effective date of the current Probation/Employee Status for the employee.

**EXAMPLE (optional):**

**SCREEN:** **Job Performance**  
PER 9

**REQUIRED Field (Y/N):** N

**FIELD TYPE & LENGTH:** Numeric eight digits

**Format:** MM/DD/CCYY

**SPECIAL NOTES:** May be entered with or without the '/'s.

# CPPS GLOSSARY

## **Probation/Employee Status Comment**

**FIELD LABEL:** Comment

**HRDW REFERENCE:**

**DEFINITION:** A comment field specific to an employee's probation or employee status.

**EXAMPLE (optional):**

**SCREEN:** Job Performance  
PER 9

**REQUIRED Field (Y/N):** N

**FIELD TYPE & LENGTH:** Alphanumeric thirty characters

**Format:**

**SPECIAL NOTES:**



# CPPS GLOSSARY

## **Probation/Employee Status End Date**

**FIELD LABEL:** Prob End Date

**HRDW REFERENCE:**

**DEFINITION:** Identifies the date on which an employee's probation ended or is scheduled to end.

**EXAMPLE (optional):**

**SCREEN:** Job Performance  
PER 9

**REQUIRED Field (Y/N):** N

**FIELD TYPE &  
LENGTH:** Numeric eight digits

**Format:** MM/DD/CCYY

**SPECIAL NOTES:** May be entered with or without the '/'s.

# CPPS GLOSSARY

## Probation/Employee Status Job Class

**FIELD LABEL:** Class

**HRDW REFERENCE:**

**DEFINITION:**

**EXAMPLE (optional):**

**SCREEN:** Job Performance  
PER 9

**REQUIRED Field (Y/N):** N

**FIELD TYPE &  
LENGTH:** Alphanumeric six characters

**Format:** Must be valid in the Job Class table.

**SPECIAL NOTES:** On the Job Performance screen the class relates the probation/employee status to a specific job class for the employee.

# CPPS GLOSSARY

## Rating

<b>FIELD LABEL:</b>	Performance Rating
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Indicates the rating from an employee's most recent performance evaluation.
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>Job Performance</b> PER 9
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	Numeric one digit
<b>Format:</b>	Valid values are 1 to 4 (low to high).
<b>SPECIAL NOTES:</b>	

# CPPS GLOSSARY

## **Rating Date**

**FIELD LABEL:** Rating Date

**HRDW REFERENCE:**

**DEFINITION:** The date when an employee's last review or rating was done.

**EXAMPLE (optional):**

**SCREEN:** Job Performance  
PER 9

**REQUIRED Field (Y/N):** N

**FIELD TYPE &  
LENGTH:** Numeric eight digits

**Format:** MM/DD/CCYY

**SPECIAL NOTES:** May be entered with or without the '/s.

# CPPS GLOSSARY

## **Rating Supervisor**

<b>FIELD LABEL:</b>	Rating Supervisor
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	The name of the supervisor who rated the employee.
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>Job Performance</b> PER 9
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	Alphanumeric thirty characters
<b>Format:</b>	Last Name,First Name
<b>SPECIAL NOTES:</b>	

# CPPS GLOSSARY

## Rating Type

<b>FIELD LABEL:</b>	Rating Type
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	The type of performance rating given to an employee.
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>Job Performance</b> PER 9
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	Alphanumeric one character
<b>Format:</b>	Valid values are: A = Annual performance rating I = Interim Rating
<b>SPECIAL NOTES:</b>	

# CPPS GLOSSARY

## Reviewer

<b>FIELD LABEL:</b>	Reviewer
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	The name of the second level manager or supervisor who approved the rating for the employee.
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>Job Performance</b> PER 9
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	Alphanumeric thirty characters
<b>Format:</b>	Last Name, First Name
<b>SPECIAL NOTES:</b>	

# CPPS GLOSSARY

## **Credits Earned/Required**

**FIELD LABEL:** Credits Ernd/Req

**HRDW REFERENCE:**

**DEFINITION:** Two fields indicates the number of credits earned toward a degree by the employee and the number of credits required for the degree.

**EXAMPLE (optional):**

**SCREEN:** **Educational Background**  
PER 11

**REQUIRED Field (Y/N):**

**FIELD TYPE & LENGTH:** Each field is 3-digit numeric.

**Format:** The first field is number of credits earned. The second field is number of credits required.

**SPECIAL NOTES:**



# CPPS GLOSSARY

## Degree

<b>FIELD LABEL:</b>	Deg
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Indicates the degree which the employee has earned or is in the process of earning.
<b>EXAMPLE (optional):</b>	AA BA BS MA MS MBA PHD LLD MD
<b>SCREEN:</b>	<b>Educational Background</b> PER 11
<b>REQUIRED Field (Y/N):</b>	
<b>FIELD TYPE &amp; LENGTH:</b>	4-character alphanumeric.
<b>Format:</b>	No specific value set.
<b>SPECIAL NOTES:</b>	

# CPPS GLOSSARY

## **Institution**

**FIELD LABEL:** Institution

**HRDW REFERENCE:**

**DEFINITION:** Identifies the name of the institution awarding the degree to the employee.

**EXAMPLE (optional):**

**SCREEN:** Educational Background  
PER 11

**REQUIRED Field (Y/N):**

**FIELD TYPE &  
LENGTH:** 15-character alphanumeric.

**Format:**

**SPECIAL NOTES:** Abbreviate the name of the institution if necessary.

# CPPS GLOSSARY

## Institution Code

**FIELD LABEL:** Institution Code

**HRDW REFERENCE:**

**DEFINITION:** Specifies the Federal Interagency Committee on Education (FICE) code for the institution awarding the degree to the employee.

**EXAMPLE (optional):**

**SCREEN:** Educational Background  
PER 11

**REQUIRED Field (Y/N):**

**FIELD TYPE & LENGTH:** 6-character alphanumeric.

**Format:** No specific value set.

**SPECIAL NOTES:**

# CPPS GLOSSARY

## Last Biographic Update

**FIELD LABEL:** Last Big Update

**HRDW REFERENCE:**

**DEFINITION:** Indicates the date the employee's biographic data was last updated.

**EXAMPLE (optional):**

**SCREEN:** Educational Background  
PER 11

**REQUIRED Field (Y/N):**

**FIELD TYPE &  
LENGTH:** 10-character alphanumeric.

**Format:** MMDDCCYY  
MM DD CCYY  
MM/DD/CCYY  
MM-DD-CCYY  
MM.DD.CCYY

**SPECIAL NOTES:**

# CPPS GLOSSARY

## Major

**FIELD LABEL:** Major

**HRDW REFERENCE:**

**DEFINITION:** Describes the employee's major field of study.

**EXAMPLE (optional):**

**SCREEN:** Educational Background  
PER 11

**REQUIRED Field (Y/N):**

**FIELD TYPE &  
LENGTH:** 14-character alphanumeric.

**Format:**

**SPECIAL NOTES:**

# CPPS GLOSSARY

## Minor

**FIELD LABEL:** Minor

**HRDW REFERENCE:**

**DEFINITION:** Describes the employee's minor field of study.

**EXAMPLE (optional):**

**SCREEN:** Educational Background  
PER 11

**REQUIRED Field (Y/N):**

**FIELD TYPE &  
LENGTH:** 14-character alphanumeric.

**Format:**

**SPECIAL NOTES:**

# CPPS GLOSSARY

## Type

**FIELD LABEL:** Typ

**HRDW REFERENCE:**

**DEFINITION:** Identifies the type of degree the employee earned or is in the process of earning.

**EXAMPLE (optional):** C - Degree is currently being pursued.  
G - Graduate degree earned.  
U - Undergraduate degree earned.

**SCREEN:** Educational Background  
PER 11

**REQUIRED Field (Y/N):**

**FIELD TYPE & LENGTH:** 1-character alphanumeric.

**Format:** C  
G  
U

**SPECIAL NOTES:**

# CPPS GLOSSARY

## Year

**FIELD LABEL:** Yr

**HRDW REFERENCE:**

**DEFINITION:** Specifies the year in which the employee earned or will earn the degree.

**EXAMPLE (optional):**

**SCREEN:** Educational Background  
PER 11

**REQUIRED Field (Y/N):**

**FIELD TYPE & LENGTH:** 4-digit numeric.

**Format:** CCYY

**SPECIAL NOTES:**



# CPPS GLOSSARY

## **Date Prior Employment Began**

**FIELD LABEL:** From

**HRDW REFERENCE:**

**DEFINITION:** Indicates the date the employee began working for his or her prior employer. P - Prime Contractor S - Subcontractor B - Both

**EXAMPLE (optional):**

**SCREEN:** Work Experience  
PER 12

**REQUIRED Field (Y/N):**

**FIELD TYPE & LENGTH:** 1-character alphanumeric.

**Format:** P  
S  
B

**SPECIAL NOTES:** codes don't match .

# CPPS GLOSSARY

## **Date Prior Employment Ended**

**FIELD LABEL:** To

**HRDW REFERENCE:**

**DEFINITION:** Indicates the date the employee stopped working for his or her prior employer. P - Prime Contractor S - Subcontractor B - Both

**EXAMPLE (optional):**

**SCREEN:** Work Experience  
PER 12

**REQUIRED Field (Y/N):**

**FIELD TYPE & LENGTH:** 1-character alphanumeric.

**Format:** P  
S  
B

**SPECIAL NOTES:** codes don't match .

# CPPS GLOSSARY

## Employer

**FIELD LABEL:** Employer

**HRDW REFERENCE:**

**DEFINITION:** Specifies the name or abbreviation of the employee's previous employer.

**EXAMPLE (optional):**

**SCREEN:** Work Experience  
PER 12

**REQUIRED Field (Y/N):**

**FIELD TYPE & LENGTH:** 15-character alphanumeric.

**Format:**

**SPECIAL NOTES:**

# CPPS GLOSSARY

## **Ending Salary**

**FIELD LABEL:** End Sal

**HRDW REFERENCE:**

**DEFINITION:** Indicates the salary (in thousands) at the time of the employee's separation from the prior employer.

**EXAMPLE (optional):** 22000 is represented as 22.

**SCREEN:** **Work Experience**  
PER 12

**REQUIRED Field (Y/N):**

**FIELD TYPE & LENGTH:** 3-digit numeric.

**Format:**

**SPECIAL NOTES:**

# CPPS GLOSSARY

## High Office

**FIELD LABEL:** Hi Ofc

**HRDW REFERENCE:**

**DEFINITION:** Indicates the highest office held by the employee in the professional organization. P - President V - Vice President S - Secretary T - Treasurer O - Other

**EXAMPLE (optional):**

**SCREEN:** **Work Experience**  
PER 12

**REQUIRED Field (Y/N):**

**FIELD TYPE & LENGTH:** 1-character alphanumeric.

**Format:** P  
V  
S  
T  
O

**SPECIAL NOTES:**

# CPPS GLOSSARY

## Highest Position

**FIELD LABEL:** H/P

**HRDW REFERENCE:**

**DEFINITION:** Indicates the highest position held by the employee during his or her prior employment. P - President V - Vice President S - Secretary T - Treasurer O - Other 1 - Professor 2 - Associate Professor 3- Assistant Professor 4 - Instructor 5 - Lecturer

**EXAMPLE (optional):**

**SCREEN:** Work Experience  
PER 12

**REQUIRED Field (Y/N):**

**FIELD TYPE & LENGTH:** 1-character alphanumeric.

**Format:** P  
V  
S  
T  
O  
1  
2  
3  
4  
5

**SPECIAL NOTES:**

# CPPS GLOSSARY

## **Job Class**

<b>FIELD LABEL:</b>	Job Class
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Specifies up to three job classification codes to which the employee is eligible for promotion.
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>Work Experience</b> PER 12
<b>REQUIRED Field (Y/N):</b>	
<b>FIELD TYPE &amp; LENGTH:</b>	Each field is 6-digit numeric.
<b>Format:</b>	
<b>SPECIAL NOTES:</b>	Valid values are listed on the Job Classification Table.

# CPPS GLOSSARY

## Last Biographic Update

**FIELD LABEL:** Last Biog Update

**HRDW REFERENCE:**

**DEFINITION:** Indicates the date the employee's biographic data was last updated.

**EXAMPLE (optional):**

**SCREEN:** Work Experience  
PER 12

**REQUIRED Field (Y/N):**

**FIELD TYPE &  
LENGTH:** 10-character alphanumeric.

**Format:** MMDDCCYY  
MM DD CCYY  
MM/DD/CCYY  
MM-DD-CCYY  
MM.DD.CCYY

**SPECIAL NOTES:**



# CPPS GLOSSARY

## Last Biographic Update Date

**FIELD LABEL:** Last Biog Update

**HRDW REFERENCE:**

**DEFINITION:** Indicates the date the employee's biographic data was last updated.

**EXAMPLE (optional):**

**SCREEN:** Work Experience  
PER 12

**REQUIRED Field (Y/N):** N

**FIELD TYPE &  
LENGTH:** N 8

**Format:** MM/DD/YYYY

**SPECIAL NOTES:**

# CPPS GLOSSARY

## Location

**FIELD LABEL:** Loc

**HRDW REFERENCE:**

**DEFINITION:** Identifies the state province or country of the employee's prior employment.

**EXAMPLE (optional):**

**SCREEN:** Work Experience  
PER 12

**REQUIRED Field (Y/N):**

**FIELD TYPE & LENGTH:** 2-character alphanumeric.

**Format:** No specific value set.

**SPECIAL NOTES:** Use the standard postal abbreviation for state or province.

# CPPS GLOSSARY

## **Organization/Society Name**

**FIELD LABEL:** Orgnztn/Society Name

**HRDW REFERENCE:**

**DEFINITION:** Identifies a professional organization with which the employee is affiliated. Abbreviate the name of the organization if necessary.

**EXAMPLE (optional):**

**SCREEN:** Work Experience  
PER 12

**REQUIRED Field (Y/N):**

**FIELD TYPE & LENGTH:** 15-character alphanumeric.

**Format:**

**SPECIAL NOTES:**

# CPPS GLOSSARY

## Prior Company/Profession Code

**FIELD LABEL:** Code

**HRDW REFERENCE:**

**DEFINITION:** Identifies the employee's prior company for statistical reporting purposes. The Standard Industrial Codes (SIC) can be used.

**EXAMPLE (optional):**

**SCREEN:** Work Experience  
PER 12

**REQUIRED Field (Y/N):**

**FIELD TYPE & LENGTH:** 6-character alphanumeric.

**Format:** No specific value set.

**SPECIAL NOTES:**

# CPPS GLOSSARY

## Promotability Rating

**FIELD LABEL:** Promote

**HRDW REFERENCE:**

**DEFINITION:** Identifies the promotability level or rating for the employee. 1 - Promotable now 2 - Promotable in six months 3 - Promotable in twelve months 4 - Promotable in eighteen months or longer 5 - Not promotable

**EXAMPLE (optional):**

**SCREEN:** Work Experience  
PER 12

**REQUIRED Field (Y/N):**

**FIELD TYPE & LENGTH:** 1-digit numeric.

**Format:** 1  
2  
3  
4  
5

**SPECIAL NOTES:**

# CPPS GLOSSARY

## Title/Function

**FIELD LABEL:** Title/Function

**HRDW REFERENCE:**

**DEFINITION:** Indicates the employee's work title in his or her prior place of employment.

**EXAMPLE (optional):**

**SCREEN:** Work Experience  
PER 12

**REQUIRED Field (Y/N):**

**FIELD TYPE & LENGTH:** 20-character alphanumeric.

**Format:**

**SPECIAL NOTES:**

# CPPS GLOSSARY

## Type

**FIELD LABEL:** Typ

**HRDW REFERENCE:**

**DEFINITION:** Identifies the type of the employee's prior work experience. A - Academic C - Clerical E - Executive/Administrative/Managerial L - Laborer P - Professional S - Student T - Technical V - Service Worker O - Other

**EXAMPLE (optional):**

**SCREEN:** Work Experience  
PER 12

**REQUIRED Field (Y/N):**

**FIELD TYPE & LENGTH:** 1-character alphabetic.

**Format:** A  
C  
E  
L  
P  
S  
T  
V  
O

**SPECIAL NOTES:**

# CPPS GLOSSARY

## Year Entered Highest Office

**FIELD LABEL:** From

**HRDW REFERENCE:**

**DEFINITION:** Specifies the year the employee attained the highest office held in the professional organization.

**EXAMPLE (optional):**

**SCREEN:** Work Experience  
PER 12

**REQUIRED Field (Y/N):**

**FIELD TYPE &  
LENGTH:** 4-digit numeric.

**Format:** CCYY

**SPECIAL NOTES:**



# CPPS GLOSSARY

## Year Left Highest Office

**FIELD LABEL:** To

**HRDW REFERENCE:**

**DEFINITION:** Indicates the year the employee left the highest office attained in the professional organization.

**EXAMPLE (optional):**

**SCREEN:** Work Experience  
PER 12

**REQUIRED Field (Y/N):**

**FIELD TYPE & LENGTH:** 4-digit numeric.

**Format:** CCYY

**SPECIAL NOTES:**

# CPPS GLOSSARY

## **Honor/Award**

**FIELD LABEL:** Honor/Award

**HRDW REFERENCE:**

**DEFINITION:** Specifies the name of an honor or award received by the employee.

**EXAMPLE (optional):**

**SCREEN:** Licenses and Honors  
PER 14

**REQUIRED Field (Y/N):** N

**FIELD TYPE &  
LENGTH:** A 18

**Format:**

**SPECIAL NOTES:**

# CPPS GLOSSARY

## Honor/Award Year

**FIELD LABEL:** Yr

**HRDW REFERENCE:**

**DEFINITION:** Specifies the year in which the employee received the honor or award.

**EXAMPLE (optional):**

**SCREEN:** Licenses and Honors  
PER 14

**REQUIRED Field (Y/N):** N

**FIELD TYPE &  
LENGTH:** N 4

**Format:**

**SPECIAL NOTES:**

# CPPS GLOSSARY

## Last Biographic Update Date

**FIELD LABEL:** Last Biog Update

**HRDW REFERENCE:**

**DEFINITION:** Indicates the date the employee's biographic data was last updated.

**EXAMPLE (optional):**

**SCREEN:** Licenses and Honors  
PER 14

**REQUIRED Field (Y/N):** N

**FIELD TYPE &  
LENGTH:** N 8

**Format:** MM/DD/YYYY

**SPECIAL NOTES:**

# CPPS GLOSSARY

## License/Cert Expires

**FIELD LABEL:** Expires

**HRDW REFERENCE:**

**DEFINITION:** Specifies the date when the license certificate or registration expires.

**EXAMPLE (optional):**

**SCREEN:** Licenses and Honors  
PER 14

**REQUIRED Field (Y/N):** N

**FIELD TYPE &  
LENGTH:** N 8

**Format:** MM/DD/YYYY

**SPECIAL NOTES:**

# CPPS GLOSSARY

## License/Cert Year

**FIELD LABEL:** Yr

**HRDW REFERENCE:**

**DEFINITION:** Specifies the year the employee received the license certificate or registration.

**EXAMPLE (optional):**

**SCREEN:** Licenses and Honors  
PER 14

**REQUIRED Field (Y/N):** N

**FIELD TYPE &  
LENGTH:** N 4

**Format:**

**SPECIAL NOTES:**

# CPPS GLOSSARY

## License/Certificate

**FIELD LABEL:** License/Cert

**HRDW REFERENCE:**

**DEFINITION:** Specifies the abbreviated name of the license certificate or registration held by the employee.

**EXAMPLE (optional):** RN CPA PARAL

**SCREEN:** Licenses and Honors  
PER 14

**REQUIRED Field (Y/N):** N

**FIELD TYPE &  
LENGTH:** A 14

**Format:**

**SPECIAL NOTES:**

# CPPS GLOSSARY

## Licenses and Honors Comments

<b>FIELD LABEL:</b>	Comments
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Indicates any comments about the employee's licenses certificates honors or awards.
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>Licenses and Honors</b> PER 14
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	A 30 x 2
<b>Format:</b>	
<b>SPECIAL NOTES:</b>	There are two comment lines of 30 characters each.



# CPPS GLOSSARY

## Absence Cost

**FIELD LABEL:** Absence Cost

**HRDW REFERENCE:**

**DEFINITION:** Specifies the cost if known of lost time as a result of the injury or illness.

**EXAMPLE (optional):**

**SCREEN:** **Health and Safety Data**  
PER 15

**REQUIRED Field (Y/N):** N

**FIELD TYPE & LENGTH:** Numeric 9 digits plus 2 decimal places

**Format:**

**SPECIAL NOTES:**

# CPPS GLOSSARY

## **Days Activity Restricted**

<b>FIELD LABEL:</b>	Days Activity Restricted
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Specifies the number of days the employee was able to work but only in a restricted manner as a result of the injury or illness.
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>Health and Safety Data</b> PER 15
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	Numeric 7 digits plus 2 decimal places
<b>Format:</b>	
<b>SPECIAL NOTES:</b>	

# CPPS GLOSSARY

## **Days Away From Work**

**FIELD LABEL:** Days Away From Work

**HRDW REFERENCE:**

**DEFINITION:** Specifies the number of days the employee was absent from work as a Health and Safety Data result of the injury or illness.

**EXAMPLE (optional):**

**SCREEN:** **Health and Safety Data**  
PER 15

**REQUIRED Field (Y/N):** N

**FIELD TYPE & LENGTH:** Numeric 5 digits plus 2 decimal places

**Format:**

**SPECIAL NOTES:**

# CPPS GLOSSARY

## Health and Safety Department

**FIELD LABEL:** Department

**HRDW REFERENCE:**

**DEFINITION:** For Health and Safety Data this identifies the department in which the employee was working at the time of the injury or illness.

**EXAMPLE (optional):**

**SCREEN:** **Health and Safety Data**  
PER 15

**REQUIRED Field (Y/N):** N

**FIELD TYPE & LENGTH:** Alphanumeric 8 characters

**Format:**

**SPECIAL NOTES:**

# CPPS GLOSSARY

## Health and Safety Term/Transfer Code

**FIELD LABEL:** Term/Transfer Code

**HRDW REFERENCE:**

**DEFINITION:** Indicates that the employee was terminated or transferred as a result of the injury or illness.

**EXAMPLE (optional):**

**SCREEN:** **Health and Safety Data**  
PER 15

**REQUIRED Field (Y/N):** N

**FIELD TYPE & LENGTH:** Alphanumeric 2 characters

**Format:**

**SPECIAL NOTES:**

# CPPS GLOSSARY

## Healthy and Safety Supervisor

**FIELD LABEL:** Supervisor

**HRDW REFERENCE:**

**DEFINITION:** For Health and Safety Data this identifies the employee's supervisor at the time of the injury or illness.

**EXAMPLE (optional):**

**SCREEN:** Health and Safety Data  
PER 15

**REQUIRED Field (Y/N):** N

**FIELD TYPE & LENGTH:** Alphanumeric 30 characters

**Format:**

**SPECIAL NOTES:**

# CPPS GLOSSARY

## Injury/Illness Code

**FIELD LABEL:** Injury/Illness Code

**HRDW REFERENCE:**

**DEFINITION:** Identifies the injury or illness. These codes are assigned by the Occupational Safety and Health Administration.

**EXAMPLE (optional):**

**SCREEN:** **Health and Safety Data**  
PER 15

**REQUIRED Field (Y/N):** N

**FIELD TYPE & LENGTH:** Alphanumeric 2 characters

**Format:**

**SPECIAL NOTES:**

# CPPS GLOSSARY

## **Injury/Illness Date**

**FIELD LABEL:** Injury/Illness Date

**HRDW REFERENCE:**

**DEFINITION:** Indicates the date on which the injury or illness being recorded as an OSHA-100 event occurred.

**EXAMPLE (optional):**

**SCREEN:** **Health and Safety Data**  
PER 15

**REQUIRED Field (Y/N):** N

**FIELD TYPE & LENGTH:** Numeric 8 digits

**Format:** MM/DD/YYYY

**SPECIAL NOTES:**



# CPPS GLOSSARY

## Injury/Illness Description

<b>FIELD LABEL:</b>	Injury/Illness Description
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Describes the OSHA related injury or illness.
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>Health and Safety Data</b> PER 15
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	Alphanumeric 30 characters
<b>Format:</b>	
<b>SPECIAL NOTES:</b>	

# CPPS GLOSSARY

## **OSHA Case Number**

**FIELD LABEL:** OSHA Case Number

**HRDW REFERENCE:**

**DEFINITION:** Specifies the case number assigned by the Occupational Safety and Health Administration to the employee's injury or illness claim.

**EXAMPLE (optional):**

**SCREEN:** **Health and Safety Data**  
PER 15

**REQUIRED Field (Y/N):** N

**FIELD TYPE & LENGTH:** Alphanumeric 8 characters

**Format:**

**SPECIAL NOTES:**

# CPPS GLOSSARY

## **OSHA Job Class**

**FIELD LABEL:** OSHA Job Class

**HRDW REFERENCE:**

**DEFINITION:** For Health and Safety Data this identifies the job classification in which the employee was working at the time of the injury or illness.

**EXAMPLE (optional):**

**SCREEN:** **Health and Safety Data**  
PER 15

**REQUIRED Field (Y/N):** N

**FIELD TYPE & LENGTH:** Alphanumeric 6 characters

**Format:**

**SPECIAL NOTES:**

# CPPS GLOSSARY

## **OSHA Penalty**

**FIELD LABEL:** OSHA Penalty

**HRDW REFERENCE:**

**DEFINITION:** Specifies the amount if known of the penalty assessed by OSHA against the employer.

**EXAMPLE (optional):**

**SCREEN:** **Health and Safety Data**  
PER 15

**REQUIRED Field (Y/N):** N

**FIELD TYPE & LENGTH:** Numeric 7 digits plus 2 decimal places

**Format:**

**SPECIAL NOTES:**

# CPPS GLOSSARY

## **OSHA Union ID**

**FIELD LABEL:** OSHA Union ID

**HRDW REFERENCE:**

**DEFINITION:** Specifies the union if any authorized to represent the employee at the time of the injury or illness.

**EXAMPLE (optional):**

**SCREEN:** **Health and Safety Data**  
PER 15

**REQUIRED Field (Y/N):** N

**FIELD TYPE & LENGTH:** Alphanumeric 6 characters

**Format:**

**SPECIAL NOTES:**

# CPPS GLOSSARY

## **Repair Cost**

**FIELD LABEL:** Repair Cost

**HRDW REFERENCE:**

**DEFINITION:** Specifies the cost if known of repairs to company facilities as a result of the injury or illness.

**EXAMPLE (optional):**

**SCREEN:** **Health and Safety Data**  
PER 15

**REQUIRED Field (Y/N):** N

**FIELD TYPE & LENGTH:** Numeric 9 digits plus 2 decimal places

**Format:**

**SPECIAL NOTES:**

# CPPS GLOSSARY

## Worker's Claim Cost

<b>FIELD LABEL:</b>	Claim Cost
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Specifies the cost if known of the worker's compensation claim.
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>Health and Safety Data</b> PER 15
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	Numeric 9 digits plus 2 decimal places
<b>Format:</b>	
<b>SPECIAL NOTES:</b>	

# CPPS GLOSSARY

## Worker's Comp Claim Number

**FIELD LABEL:** Claim Number

**HRDW REFERENCE:**

**DEFINITION:** Specifies the number of the worker's compensation claim filed as a result of the injury or illness.

**EXAMPLE (optional):**

**SCREEN:** Health and Safety Data  
PER 15

**REQUIRED Field (Y/N):** N

**FIELD TYPE & LENGTH:** Alphanumeric 8 characters

**Format:**

**SPECIAL NOTES:**



# CPPS GLOSSARY

## **Contract Article**

**FIELD LABEL:** Contract Article

**HRDW REFERENCE:**

**DEFINITION:** Identifies the article within the employee's contract under which the grievance is filed.

**EXAMPLE (optional):**

**SCREEN:** Grievances  
PER 17

**REQUIRED Field (Y/N):** N

**FIELD TYPE & LENGTH:** Alphanumeric 3 characters

**Format:**

**SPECIAL NOTES:**

# CPPS GLOSSARY

## **Contract Paragraph**

**FIELD LABEL:** Paragraph

**HRDW REFERENCE:**

**DEFINITION:** Identifies the paragraph within the article and the section of the employee's contract under which the grievance is filed.

**EXAMPLE (optional):**

**SCREEN:** Grievances  
PER 17

**REQUIRED Field (Y/N):** N

**FIELD TYPE &  
LENGTH:** Alphanumeric 3 characters

**Format:**

**SPECIAL NOTES:**

# CPPS GLOSSARY

## Contract Section

**FIELD LABEL:** Contract Article

**HRDW REFERENCE:**

**DEFINITION:** Identifies the section within the article of the employee's contract under which the grievance is filed.

**EXAMPLE (optional):**

**SCREEN:** Grievances  
PER 17

**REQUIRED Field (Y/N):** N

**FIELD TYPE & LENGTH:** Alphanumeric 3 characters

**Format:**

**SPECIAL NOTES:**

# CPPS GLOSSARY

## **Grievance Comment**

<b>FIELD LABEL:</b>	Comment
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Indicates any comments considered appropriate to further describe the employee's grievance.
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>Grievances</b> PER 17
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	Alphanumeric 30 characters
<b>Format:</b>	
<b>SPECIAL NOTES:</b>	

# CPPS GLOSSARY

## **Grievance Date**

**FIELD LABEL:** Grievance Date

**HRDW REFERENCE:**

**DEFINITION:** Specifies the date on which the employee filed the grievance.

**EXAMPLE (optional):**

**SCREEN:** Grievances  
PER 17

**REQUIRED Field (Y/N):** N

**FIELD TYPE &  
LENGTH:** Numeric 8 digits

**Format:** MM/DD/YYYY

**SPECIAL NOTES:**

# CPPS GLOSSARY

## **Grievance Number**

**FIELD LABEL:** Grievance Number

**HRDW REFERENCE:**

**DEFINITION:** Specifies the sequential number assigned by the employer to this grievance received from the employee.

**EXAMPLE (optional):**

**SCREEN:** Grievances  
PER 17

**REQUIRED Field (Y/N):** N

**FIELD TYPE &  
LENGTH:** Alphanumeric 6 characters

**Format:**

**SPECIAL NOTES:**

# CPPS GLOSSARY

## **Grievance Reason**

**FIELD LABEL:** Reason

**HRDW REFERENCE:**

**DEFINITION:** Specifies the reason for the grievance.

**EXAMPLE (optional):**

**SCREEN:** Grievances  
PER 17

**REQUIRED Field (Y/N):** N

**FIELD TYPE &  
LENGTH:** Alphanumeric 2 characters

**Format:**

**SPECIAL NOTES:**

# CPPS GLOSSARY

## Grievance Status

<b>FIELD LABEL:</b>	Grievance Status
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Indicates the current status of the employee's grievance.
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>Grievances</b> PER 17
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	Alphanumeric 2 characters
<b>Format:</b>	
<b>SPECIAL NOTES:</b>	



# CPPS GLOSSARY

## Grievance Status Date

<b>FIELD LABEL:</b>	Grievance Status Date
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Indicates the date the grievance entered its current status.
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	Grievances PER 17
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	Numeric 8 digits
<b>Format:</b>	MM/DD/YYYY
<b>SPECIAL NOTES:</b>	

# CPPS GLOSSARY

## **Grievance Supervisor**

<b>FIELD LABEL:</b>	Supervisor
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Identifies the employee's supervisor against whom the grievance was filed.
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>Grievances</b> PER 17
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	Alphanumeric 30 characters
<b>Format:</b>	
<b>SPECIAL NOTES:</b>	

# CPPS GLOSSARY

## **Settlement Amount**

**FIELD LABEL:** Settlement Amount

**HRDW REFERENCE:**

**DEFINITION:** Indicates the amount of the settlement if the grievance was settled with a cash payment.

**EXAMPLE (optional):**

**SCREEN:** Grievances  
PER 17

**REQUIRED Field (Y/N):** N

**FIELD TYPE & LENGTH:** Numeric 9 digits plus.2 decimal places

**Format:**

**SPECIAL NOTES:**

# CPPS GLOSSARY

## Disciplinary Action Code

**FIELD LABEL:** Disciplinary Action Code

**HRDW REFERENCE:**

**DEFINITION:** Indicates the disciplinary action taken by the employer against the employee in connection with the company's progressive discipline policy.

**EXAMPLE (optional):**

**SCREEN:** **Disciplinary Action**  
PER 18

**REQUIRED Field (Y/N):** N

**FIELD TYPE & LENGTH:** Alphanumeric 2 characters

**Format:**

**SPECIAL NOTES:**

# CPPS GLOSSARY

## Disciplinary Action Comment

**FIELD LABEL:** Comment

**HRDW REFERENCE:**

**DEFINITION:** Indicates any comment which further clarifies the meaning or status of the disciplinary action.

**EXAMPLE (optional):**

**SCREEN:** **Disciplinary Action**  
PER 18

**REQUIRED Field (Y/N):** N

**FIELD TYPE & LENGTH:** Alphanumeric 30 characters

**Format:**

**SPECIAL NOTES:**

# CPPS GLOSSARY

## **Disciplinary Action Date**

**FIELD LABEL:** Disciplinary Action Date

**HRDW REFERENCE:**

**DEFINITION:** Indicates the date on which the disciplinary action was taken.

**EXAMPLE (optional):**

**SCREEN:** **Disciplinary Action**  
PER 18

**REQUIRED Field (Y/N):** N

**FIELD TYPE &  
LENGTH:** Numeric 8 digits

**Format:** MM/DD/YYYY

**SPECIAL NOTES:**

# CPPS GLOSSARY

## Disciplinary Action Reason

<b>FIELD LABEL:</b>	Reason
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Indicates the reason that the disciplinary action was taken.
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>Disciplinary Action</b> PER 18
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	Alphanumeric 2 characters
<b>Format:</b>	
<b>SPECIAL NOTES:</b>	

# CPPS GLOSSARY

## Disciplinary Action Status

**FIELD LABEL:** Disciplinary Action Status

**HRDW REFERENCE:**

**DEFINITION:** Indicates the status of the disciplinary action.

**EXAMPLE (optional):**

**SCREEN:** **Disciplinary Action**  
PER 18

**REQUIRED Field (Y/N):** N

**FIELD TYPE &  
LENGTH:** Alphanumeric 2 characters

**Format:**

**SPECIAL NOTES:**



# CPPS GLOSSARY

## **Disciplinary Action Status Date**

**FIELD LABEL:** Action Status Date

**HRDW REFERENCE:**

**DEFINITION:** Indicates the date on which the disciplinary action entered its current status.

**EXAMPLE (optional):**

**SCREEN:** **Disciplinary Action**  
PER 18

**REQUIRED Field (Y/N):** N

**FIELD TYPE &  
LENGTH:** Numeric 8 digits

**Format:** MM/DD/YYYY

**SPECIAL NOTES:**

# CPPS GLOSSARY

## **Disciplinary Action Supervisor**

<b>FIELD LABEL:</b>	Supervisor
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Identifies the employee's supervisor or manager who initiated the disciplinary action.
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>Disciplinary Action</b> PER 18
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	Alphanumeric 30 characters
<b>Format:</b>	
<b>SPECIAL NOTES:</b>	

# CPPS GLOSSARY

## 2nd Family

<b>FIELD LABEL:</b>	2nd Family
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Specifies for child supports if the employee is supporting more than one family, which reduces the percentage available to deduct.
<b>EXAMPLE (optional):</b>	Y
<b>SCREEN:</b>	<b>Wage Attachments</b> PER 22
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	Alphanumeric, 1
<b>Format:</b>	
<b>SPECIAL NOTES:</b>	

# CPPS GLOSSARY

## Alternate Fee

<b>FIELD LABEL:</b>	Alternate Fee
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Specifies the fee that is allowed for child supports only would be entered.
<b>EXAMPLE (optional):</b>	5
<b>SCREEN:</b>	<b>Wage Attachments</b> PER 22
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	Numeric, 5
<b>Format:</b>	###.##
<b>SPECIAL NOTES:</b>	This is not used by the State of Colorado.

# CPPS GLOSSARY

## Amount to Take

<b>FIELD LABEL:</b>	Amt to Take
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Specifies either an amount of a percent of disposable earnings to be taken for the wage attachment.
<b>EXAMPLE (optional):</b>	25.00, 500.00, 9999999.99
<b>SCREEN:</b>	<b>Wage Attachments</b> PER 22
<b>REQUIRED Field (Y/N):</b>	Y
<b>FIELD TYPE &amp; LENGTH:</b>	Numeric, 9
<b>Format:</b>	#####.##
<b>SPECIAL NOTES:</b>	

# CPPS GLOSSARY

## Arrearage

<b>FIELD LABEL:</b>	Arrearage
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	This field is used to relate two wage attachment screens to each other, often used for child support orders.
<b>EXAMPLE (optional):</b>	1, 2, 3...
<b>SCREEN:</b>	<b>Wage Attachments</b> PER 22
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	Alphanumeric, 1
<b>Format:</b>	
<b>SPECIAL NOTES:</b>	The related screen number is input in this field.

# CPPS GLOSSARY

## Case/Docket

**FIELD LABEL:** Case/Docket

**HRDW REFERENCE:**

**DEFINITION:** Specifies the case/docket number supplied by the vendor to identify the wage attachment.

**EXAMPLE (optional):** 04C123, 07895642

**SCREEN:** Wage Attachments  
PER 22

**REQUIRED Field (Y/N):** Y

**FIELD TYPE &  
LENGTH:** Alphanumeric, 20

**Format:**

**SPECIAL NOTES:**

# CPPS GLOSSARY

## Current Balance

<b>FIELD LABEL:</b>	Current Bal
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Specifies the portion of the Original Amount remaining.
<b>EXAMPLE (optional):</b>	4950.00, 123.58
<b>SCREEN:</b>	<b>Wage Attachments</b> PER 22
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	Numeric, 9
<b>Format:</b>	\$\$\$\$\$\$\$.\$\$
<b>SPECIAL NOTES:</b>	This field is reduced by each payroll processed and dollars deducted.



# CPPS GLOSSARY

## Dependents

<b>FIELD LABEL:</b>	Dependents
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Specifies the number of dependents to be used by the wage attachment calculation routine. For IRS tax levies, this is the number of allowances the employee completes on Form 668-W.
<b>EXAMPLE (optional):</b>	01, 02, 03...
<b>SCREEN:</b>	<b>Wage Attachments</b> PER 22
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	Numeric, 2
<b>Format:</b>	00-99
<b>SPECIAL NOTES:</b>	

# CPPS GLOSSARY

## Excess

<b>FIELD LABEL:</b>	Excess
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	This is used to identify if there is more than one screen needed to correctly input the wage attachment.
<b>EXAMPLE (optional):</b>	Y
<b>SCREEN:</b>	<b>Wage Attachments</b> PER 22
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	Alphanumeric,1
<b>Format:</b>	
<b>SPECIAL NOTES:</b>	A “Y” is input if there is a second screen related to the screen, this ties the 2 screens together for calculation purposes.

# CPPS GLOSSARY

## Frequency/Percent

**FIELD LABEL:** Frequency/%

**HRDW REFERENCE:**

**DEFINITION:** Specifies the frequency of a dollar amount to take or identifies the amount to take element as a percentage of disposable earnings.

**EXAMPLE (optional):** M, P, %

**SCREEN:** **Wage Attachments**  
PER 22

**REQUIRED Field (Y/N):** Y

**FIELD TYPE & LENGTH:** Alphanumeric, 1

**Format:** M = month  
P = Pay Period  
% = Percent

**SPECIAL NOTES:**

# CPPS GLOSSARY

## **Gross-to-Net Number**

<b>FIELD LABEL:</b>	GTN Number
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Specifies which gross-to-net number payroll will when calculating the wage attachment.
<b>EXAMPLE (optional):</b>	186, 187, 188...
<b>SCREEN:</b>	<b>Wage Attachments</b> PER 22
<b>REQUIRED Field (Y/N):</b>	Y
<b>FIELD TYPE &amp; LENGTH:</b>	Numeric, 3
<b>Format:</b>	186-190
<b>SPECIAL NOTES:</b>	Generally, 186 and 187 are used for child support, 188 is used for student loan and state tax levy, 189 is used for garnishments, and 190 is used for IRS levies

# CPPS GLOSSARY

## Original Amount

<b>FIELD LABEL:</b>	Original Amt
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Specifies the total amount to e deducted over the life of the wage attachment.
<b>EXAMPLE (optional):</b>	5000.00, 452.38
<b>SCREEN:</b>	<b>Wage Attachments</b> PER 22
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	Numeric, 9
<b>Format:</b>	\$\$\$\$\$\$\$.\$\$
<b>SPECIAL NOTES:</b>	For child support orders and student loans, there is no original amount usually entered. For most other wage attachment types, there is an original amount owed.

# CPPS GLOSSARY

## Originating Entity

<b>FIELD LABEL:</b>	Orig Entity
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Specifies the code for which state or Federal entity rules to be followed.
<b>EXAMPLE (optional):</b>	0000, 0006...
<b>SCREEN:</b>	<b>Wage Attachments</b> PER 22
<b>REQUIRED Field (Y/N):</b>	Y
<b>FIELD TYPE &amp; LENGTH:</b>	Alphanumeric, 4
<b>Format:</b>	0000-0051
<b>SPECIAL NOTES:</b>	This edits off of the Wage Attachment Type table.

# CPPS GLOSSARY

## Priority

<b>FIELD LABEL:</b>	Priority
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Specifies the order of priority among wage attachments with the same GTN number or with multiple GTN's and the same priority.
<b>EXAMPLE (optional):</b>	1, 2, 3...
<b>SCREEN:</b>	<b>Wage Attachments</b> PER 22
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	Numeric, 1
<b>Format:</b>	1
<b>SPECIAL NOTES:</b>	

# CPPS GLOSSARY

## Start Date

<b>FIELD LABEL:</b>	Start Date
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Specifies the pay period begin date of the payroll schedule that the wage attachment starts.
<b>EXAMPLE (optional):</b>	3/1/2005
<b>SCREEN:</b>	<b>Wage Attachments</b> PER 22
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	Numeric, 8
<b>Format:</b>	MM/DD/YYYY
<b>SPECIAL NOTES:</b>	



# CPPS GLOSSARY

## **Stop Date**

**FIELD LABEL:** Stop Date

**HRDW REFERENCE:**

**DEFINITION:** Specifies the pay period end date of the payroll schedule that the wage attachment will end.

**EXAMPLE (optional):** 3/31/2005

**SCREEN:** Wage Attachments  
PER 22

**REQUIRED Field (Y/N):** Y

**FIELD TYPE &  
LENGTH:** Numeric, 8

**Format:** MM/DD/YYYY

**SPECIAL NOTES:**

# CPPS GLOSSARY

## Type

<b>FIELD LABEL:</b>	Type
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Specifies the wage attachment rule that applies to the attachment.
<b>EXAMPLE (optional):</b>	CS, GN, SL...
<b>SCREEN:</b>	<b>Wage Attachments</b> PER 22
<b>REQUIRED Field (Y/N):</b>	Y
<b>FIELD TYPE &amp; LENGTH:</b>	Alphanumeric, 2
<b>Format:</b>	CS = child support, GN = garnishment, SL = student loan/state tax levy, PP = payment plan
<b>SPECIAL NOTES:</b>	

# CPPS GLOSSARY

## Vendor

<b>FIELD LABEL:</b>	Vendor
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Specifies the vendor (person, company, or governmental entity) to whom the wage attachment deduction is to be sent.
<b>EXAMPLE (optional):</b>	998FSR001, 841440302
<b>SCREEN:</b>	<b>Wage Attachments</b> PER 22
<b>REQUIRED Field (Y/N):</b>	Y
<b>FIELD TYPE &amp; LENGTH:</b>	Alphanumeric, 9
<b>Format:</b>	
<b>SPECIAL NOTES:</b>	This edits off of the Vendor Table.

# CPPS GLOSSARY

## Account number

<b>FIELD LABEL:</b>	Account No
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Financial Institution/Bank account number
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>Payment Disposition Data</b> PER 23
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	Alphanumeric 17
<b>Format:</b>	
<b>SPECIAL NOTES:</b>	bank account number used to deposit net pay

# CPPS GLOSSARY

## Account Type

**FIELD LABEL:** Acct Type

**HRDW REFERENCE:**

**DEFINITION:** Financial Institution/Bank Account Type

**EXAMPLE (optional):**

**SCREEN:** **Payment Disposition Data**  
PER 23

**REQUIRED Field (Y/N):** N

**FIELD TYPE &  
LENGTH:** Alphanumeric 1

**Format:**

**SPECIAL NOTES:** Specifies checking (C) or Savings account (S) Or Loan (L)

# CPPS GLOSSARY

## Action Code

<b>FIELD LABEL:</b>	Actns
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Action code for the transaction
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>Payment Disposition Data</b> PER 23
<b>REQUIRED Field (Y/N):</b>	Y
<b>FIELD TYPE &amp; LENGTH:</b>	Alphanumeric 2
<b>Format:</b>	
<b>SPECIAL NOTES:</b>	Will tab to sub type not required

# CPPS GLOSSARY

## **Bank Transit Number**

<b>FIELD LABEL:</b>	Transit no
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Financial Institution /Bank routing number
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>Payment Disposition Data</b> PER 23
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	Alphanumeric 9
<b>Format:</b>	
<b>SPECIAL NOTES:</b>	Bank must be valid on Direct Deposit Tables

# CPPS GLOSSARY

## Check/Advice Distribution

**FIELD LABEL:** Check/Advice Distribution

**HRDW REFERENCE:**

**DEFINITION:** Check/Advice Distribution Location

**EXAMPLE (optional):**

**SCREEN:** **Payment Disposition Data**  
PER 23

**REQUIRED Field (Y/N):** N

**FIELD TYPE &  
LENGTH:** Alphanumeric 1

**Format:**

**SPECIAL NOTES:** determines the sort order of checks or advises to locator code or alpha order



# CPPS GLOSSARY

## Description Code

**FIELD LABEL:** Desc Code

**HRDW REFERENCE:**

**DEFINITION:** Specifies the code for the GTN of the additional direct deposit

**EXAMPLE (optional):**

**SCREEN:** **Payment Disposition Data**  
PER 23

**REQUIRED Field (Y/N):** N

**FIELD TYPE &  
LENGTH:** Alphanumeric 1

**Format:**

**SPECIAL NOTES:**

# CPPS GLOSSARY

## Effective Date

<b>FIELD LABEL:</b>	Eff Date
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Effective Date of Transaction
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>Payment Disposition Data</b> PER 23
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	Numeric 8
<b>Format:</b>	MM/DD/YYYY
<b>SPECIAL NOTES:</b>	It is good practice to use an effective date

# CPPS GLOSSARY

## Gross to Net Element

<b>FIELD LABEL:</b>	GTN Element 1
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Additional Direct Deposit Element Used to Deduct an amount to be deposited to another account
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>Payment Disposition Data</b> PER 23
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	Alphanumeric 3
<b>Format:</b>	
<b>SPECIAL NOTES:</b>	

# CPPS GLOSSARY

## Net Pay Disbursement

**FIELD LABEL:** Net Pay Disbursement

**HRDW REFERENCE:**

**DEFINITION:** Disbursement type

**EXAMPLE (optional):**

**SCREEN:** **Payment Disposition Data**  
PER 23

**REQUIRED Field (Y/N):** N

**FIELD TYPE &  
LENGTH:** Alphanumeric 1

**Format:**

**SPECIAL NOTES:** type is either C for check or A for Advice (Direct Deposit)

# CPPS GLOSSARY

## Start Date

**FIELD LABEL:** Start Date

**HRDW REFERENCE:**

**DEFINITION:** Start Date for the direct deposit

**EXAMPLE (optional):**

**SCREEN:** **Payment Disposition Data**  
PER 23

**REQUIRED Field (Y/N):** N

**FIELD TYPE &  
LENGTH:** Numeric 8

**Format:** MM/DD/YYYY

**SPECIAL NOTES:** It is recommended to let date default to 30 days if left blank for pre note purposes

# CPPS GLOSSARY

## **Department**

**FIELD LABEL:** Home Dept #

**HRDW REFERENCE:**

**DEFINITION:** Identifying code of the home department for the employee and includes the location code for the department agency or unit's name and address.

**EXAMPLE (optional):**

**SCREEN:** Name Search  
PER 30

**REQUIRED Field (Y/N):** N

**FIELD TYPE & LENGTH:** Alphanumeric 8 characters

**Format:** Made up of a Unit code (A5) usually corresponding to a department agency or division ID followed by a location number (A3) that uniquely identifies an entry in the Department table.

**SPECIAL NOTES:** Display only on Name Search Screen

# CPPS GLOSSARY

## **Department Name**

**FIELD LABEL:** Home Dept Name

**HRDW REFERENCE:**

**DEFINITION:** Name of the home department for the employee from the Department Table entry for the Department Code.

**EXAMPLE (optional):**

**SCREEN:** Name Search  
PER 30

**REQUIRED Field (Y/N):** N

**FIELD TYPE & LENGTH:** Alphanumeric 30 characters

**Format:**

**SPECIAL NOTES:** Display only on Name Search Screen

# CPPS GLOSSARY

## **Employee ID**

<b>FIELD LABEL:</b>	Empl ID
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	The unique number identifying an employee in the payroll Organization.
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>Name Search</b> PER 30
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	Numeric 9 digits
<b>Format:</b>	
<b>SPECIAL NOTES:</b>	Display only on Name Search Screen



# CPPS GLOSSARY

## Employee Name

<b>FIELD LABEL:</b>	Employee Name
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Indicates the employee's name.
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>Name Search</b> PER 30
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	Alphanumeric 30 characters
<b>Format:</b>	Last, First M
<b>SPECIAL NOTES:</b>	Display only on Name Search Screen

# CPPS GLOSSARY

## **Org ID**

**FIELD LABEL:** Org ID

**HRDW REFERENCE:**

**DEFINITION:** Specifies the payroll organization to which the employee belongs.

**EXAMPLE (optional):**

**SCREEN:** Name Search  
PER 30

**REQUIRED Field (Y/N):** N

**FIELD TYPE &  
LENGTH:** Alphanumeric 3 characters

**Format:**

**SPECIAL NOTES:** Display only on Name Search Screen

# CPPS GLOSSARY

## Department

**FIELD LABEL:** Dept

**HRDW REFERENCE:**

**DEFINITION:** The name of the home department for the employee from the Department table entry from the employee's home department code.

**EXAMPLE (optional):**

**SCREEN:** **Employee ID Search**  
PER 31

**REQUIRED Field (Y/N):** N

**FIELD TYPE & LENGTH:** Alphanumeric 7 characters Truncated value

**Format:**

**SPECIAL NOTES:** Display only on SSN/Employee ID Search Screen and truncated.

# CPPS GLOSSARY

## **Employee ID**

<b>FIELD LABEL:</b>	Empl ID
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	The unique number identifying an employee in the payroll Organization.
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>Employee ID Search</b> PER 31
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	Numeric 9 digits
<b>Format:</b>	
<b>SPECIAL NOTES:</b>	Display only on SSN/Employee ID Search Screen

# CPPS GLOSSARY

## Employee Name

<b>FIELD LABEL:</b>	Employee Name
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Indicates the employee's name.
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>Employee ID Search</b> PER 31
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	Alphanumeric 30 characters
<b>Format:</b>	Last, First M
<b>SPECIAL NOTES:</b>	Display only on SSN/Employee ID Search Screen

# CPPS GLOSSARY

## Employee SSN

**FIELD LABEL:** SSN/SIN

**HRDW REFERENCE:**

**DEFINITION:** Identifies the employee's Social Security Number.

**EXAMPLE (optional):**

**SCREEN:** **Employee ID Search**  
PER 31

**REQUIRED Field (Y/N):** N

**FIELD TYPE &  
LENGTH:** Numeric 9 digits

**Format:**

**SPECIAL NOTES:** Display only on SSN/Employee ID Search Screen

# CPPS GLOSSARY

## Employee Status

<b>FIELD LABEL:</b>	Stat
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Identifies the employee's current employment status.
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>Employee ID Search</b> PER 31
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	Alphanumeric 1 character
<b>Format:</b>	Values such as A for Active T for Terminated
<b>SPECIAL NOTES:</b>	Display only on SSN/Employee ID Search Screen

# CPPS GLOSSARY

## **Org ID**

<b>FIELD LABEL:</b>	Org ID
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Specifies the payroll organization to which the employee belongs.
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>Employee ID Search</b> PER 31
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	Alphanumeric 3 characters
<b>Format:</b>	
<b>SPECIAL NOTES:</b>	Display only on SSN/Employee ID Search Screen



# CPPS GLOSSARY

## Separation Reason

**FIELD LABEL:** Sep

**HRDW REFERENCE:**

**DEFINITION:** Specifies the reason for separation.

**EXAMPLE (optional):**

**SCREEN:** Employee ID Search  
PER 31

**REQUIRED Field (Y/N):** N

**FIELD TYPE &  
LENGTH:** Numeric 2 digits.

**Format:**

**SPECIAL NOTES:** Display only on SSN/Employee ID Search Screen

# CPPS GLOSSARY

## **New ID Number**

**FIELD LABEL:** New ID Number

**HRDW REFERENCE:**

**DEFINITION:** Specifies the New Employee ID Number.

**EXAMPLE (optional):**

**SCREEN:** **Employee Transfer and ID Change**  
PER 10

**REQUIRED Field (Y/N):** N

**FIELD TYPE & LENGTH:** Numeric 9 digits

**Format:**

**SPECIAL NOTES:**

# CPPS GLOSSARY

## New Organization

**FIELD LABEL:** New Organization

**HRDW REFERENCE:**

**DEFINITION:** For transfers across organizations Specifies the employee's new Organization ID.

**EXAMPLE (optional):**

**SCREEN:** **Employee Transfer and ID Change**  
PER 10

**REQUIRED Field (Y/N):** N

**FIELD TYPE & LENGTH:** Alphanumeric 3 characters

**Format:**

**SPECIAL NOTES:**

# CPPS GLOSSARY

## Separation Reason

<b>FIELD LABEL:</b>	Separation Reason
<b>HRDW REFERENCE:</b>	
<b>DEFINITION:</b>	Specifies the reason for separation.
<b>EXAMPLE (optional):</b>	
<b>SCREEN:</b>	<b>Employee Transfer and ID Change</b> PER 10
<b>REQUIRED Field (Y/N):</b>	N
<b>FIELD TYPE &amp; LENGTH:</b>	Alphanumeric 2 characters
<b>Format:</b>	Must be valid in the list.
<b>SPECIAL NOTES:</b>	For employee organizational transfers reason code 50 is used.

# CPPS GLOSSARY

## Type of Change

**FIELD LABEL:** Type of Change

**HRDW REFERENCE:**

**DEFINITION:** Specifies the type of change required for an Employee ID number change deletion or organization transfer.

**EXAMPLE (optional):**

**SCREEN:** **Employee Transfer and ID Change**  
PER 10

**REQUIRED Field (Y/N):** Y

**FIELD TYPE & LENGTH:** Alphanumeric 1 character

**Format:** T = Organizational Transfer  
C = Employee ID Change  
D = Employee ID Deletion

**SPECIAL NOTES:**